



City of Aurora Walks & Runs Events on City Property Permit Application

Any organization requesting municipal approvals of services, assistance, or other support for a run/walk event, needs to completely fill out this application and provide a copy of the route(s) and all other information in full regarding the run/walk event, and attaching any other necessary documentation. Submittal of the application does not guarantee approval. Organizations are limited to one request per year. Applications submitted without all of the necessary information/ documentation will be returned. **This application needs to be submitted at least 90 days prior to the event.**

Event Priority

City Sponsored Events

City of Aurora events have priority in use of any City property or right-of-way. Other applications for Special Event Permits are processed in order of receipt, and the use of a particular area in general allocated in the order in which fully executed applications are received, and in accordance with considerations in the City uses in deciding on the issuance of a permit as set forth below.

Annual Events

Applicants who have held an event in the previous year(s) have the first priority for the same time and location. This shall not apply if the event did not follow set guidelines the previous year.

NOTE: Walks and Runs are limited to two in any given weekend.

Section A. Event Organizer Information

- 1. Name of Sponsor Organization: Rosary High School Date: 2.20.18
- 2. Status (x one): Not for Profit 501 (c) 3 School Private for Profit Other: _____
- 3. Organization Address: 901 N. Edgelawn Drive
- 4. Contact Name: Sandra Galindo Email: sgalindo@rosaryhs.com
- 5. Business Phone: 630.896.0831 Cell Phone: 773.818.8793 Fax#: _____
x 211

Section B. Event Description

- 1. Name of Event: Rosary Alumnae Road Scholars 5K Date of Event: 5.20.18
- 2. Describe Purpose of Event: Fundraiser for student scholarships
- 3. Event Set-Up Time From: 7 AM To: 8:45 AM Event Hold Time From: 11 AM To: 9 AM Event Breakdown Time From: 12:30 PM To: 11:30 AM
- 4. Event Type (x all that apply) Run Walk Other (describe): _____

5. Distance (x all that apply): 5K 10K Half Marathon Full Marathon Other: _____

6. Expected Participants 125 # of Staff/Volunteers 25 # of Past Years Held 18 # of Participants Last Year 110

Section C. Event Logistics

1. Security Plan

The Aurora Police Department will review this application to determine the number of officers that may be required to provide traffic control and safety for this event.

Does the event have an additional security plan? Yes No

If yes, please specify the details: _____

2. Medical Assistance Plan

What is the event plan for providing medical assistance? We will have a nurse on-site.

City of Aurora Run/Walk Event Permit Application

Section C. Event Logistics (continued)

3. Street Closures

Will streets need to be closed? Yes No

If yes, please specify the details: see attached 5K route map

4. Barricades

Will you need barricades? Yes No Purpose: _____

Amount: _____ Day Needed Placed: _____ Time needed placed: _____

5. Parking

What is the event plan for parking? Parking will be available at Rosary High School.

6. Clean Up

Will you need cardboard trash bins? Yes No # Requesting: _____

If you will be using a dumpster, please provide the contact, phone number, and name of the company delivering the dumpster: _____

7. Electrical Service

Are you requesting electrical service? Yes No

What do you need? _____ Equipment utilized? _____

8. What is the event plan inclement weather? Will cancel due to lightening/thunder. otherwise, we will proceed as planned.

Section D. Entertainment, Promotions, and Additional Information

A Music Festival Permit is required for live music with attendance over 350 people. The City Clerk's Office must be contacted regarding a Musical Festival Permit and fee.

1. List names of performers and entertainment groups: N/A

2. Describe other entertainment/activities planned for your event: N/A

3. How will your event be promoted? TV ___ Radio ___ Newspapers ___ Posters ___ Flyers ___ Facebook ___ Twitter ___ Website ___ Additional Information N/A

4. Food: Prepared food may require a permit. Contact (630) 444-3040 or www.kanehealth.com. N/A

5. Commercial Tent Permit: Call Building & Permits for permit application instructions and fees. N/A

9. Fees

Will there be a registration charge for this event? Yes No

List the fee amount for each category of registration that is applicable to this event.

Early: \$25 Regular: \$30 Day of/On Site: \$30
Adult: \$25 Seniors: \$30 Students/Youth/Kids: \$5 Other: _____

City of Aurora Run/Walk Event Permit Application

This application, with a detailed site plan attached, and any other applicable documents as outlined herein, must be received in the Community Services Dept. no later than 90 days prior to the opening day of the event. Late or incomplete applications may be denied. Mail application to **City of Aurora Special Events, 44 East Downer Place, Aurora, IL 60505**, or send by email to events@aurora-il.org or fax to **(630) 256-3379**. The application will be reviewed and if complete, will be forwarded to the appropriate Divisions, Departments, and Committees for consideration of approval.

HOLD HARMLESS CLAUSE: The run/walk event sponsor hereby agrees to indemnify and hold harmless the City of Aurora, Illinois, its agents, public officials, officers, employees, and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Aurora acting within the scope of their employment. Further, the run/walk event sponsor agrees to indemnify the City of Aurora and any of its agents, public officers, officials or employees and authorized volunteers for any attorney's fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for run/walk/bike permit.

INSURANCE REQUIREMENTS: Proof of insurance is required of all run/walk event sponsors prior to the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a certificate of insurance along with your completed application to the City of Aurora Special Events, 44 East Downer Place, Aurora, IL 60505, or send by email to events@aurora-il.org or fax to (630) 256-3379. Coverage shall be from reputable insurance companies in amounts acceptable to the City of Aurora. **Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.**

PERMITTED USE OF PUBLIC PROPERTY: Whereas the run/walk event sponsor agrees to use the public property at 901 N. Edgewood Drive in Aurora, Illinois known as Roseary High School, for staging of Road Scholars 5K the City of Aurora does hereby agree to permit for use, these premises for the date(s) of Sunday, May 20, 2018 through May 20, 2018. Sponsor does hereby agree to conduct only that business/activity which is described in the run/walk permit application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and or/pavement.

LIABILITY WAIVER: The run/walk event sponsor agrees for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Aurora, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Aurora acting within the scope of their employment.

AUTHORIZED SIGNATURES: I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulation outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility, and all other aspects of staging a run/walk event in the City of Aurora, as outlined herein. **I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed run/walk event.**

Permit applied for and all terms and stipulations agreed to by:

Sandra Galindo Sandra Galindo
Name (please print) Signature

Director of Alumni Relations & Special Events 2/20/18
Signatory Title (if applicable) Date