

Event Example – Current Process (Actual Annual Event)

Music Festival Permit

CITY CLERK

- 1) \$100 fee
- 2) Organization
- 3) Contact Information
- 4) **Assembly Operational (Buildings & Permits or AFD)
- 5) Council Approval
- 6) Crowd Cert.
- 7) Hold Harmless
- 8) Hours
- 9) Insurance
- 10) Location
- 11) Parking Plan
- 12) Perf. Band
- 13) Schematics
- 14) Security

**Separate Approval process needed for these.

Special Event (for City of Aurora Property)

SPECIAL EVENTS OFFICE

- 1) Contact Information
- 2) Alcohol
- 3) Animals
- 4) AOP
- 5) Barricades
- 6) Cover
- 7) Crowd Cert.
- 8) Electricity
- 9) Emergency Plan
- 10) # of Attendees
- 11) Fees for COA Services
- 12) Hold Harmless
- 13) Hours
- 14) Insurance
- 15) Liability Waiver
- 16) Live Entertainment
- 17) Location
- 18) Non-Disc. Statement
- 19) Parking Plan
- 20) Property Owner Permission
- 21) Recycling
- 22) Resident not.
- 23) Road Closure
- 24) Sanitation
- 25) Security
- 26) Social Media
- 27) Staff app.
- 28) **Tent permit (Buildings & Permits or AFD)
- 29) Vendor Approval
- 30) Waste