

VILLAGE OF NORTH AURORA
SPECIAL EVENT REGISTRATION POLICY AND INSTRUCTIONS

Thank you for your interest in holding a special event in the Village of North Aurora. This packet contains the information needed to register a special event and obtain any required permits. The first five pages should be removed from the completed application packet and kept by the event organizer for reference. **The Special Event Permit application (attached) is due 30 days prior to the event. The attached registration application and COMPLETED permit applications are to be sent to Wes Kornowske, Chief Administrative Officer (contact information provided on pages 4 & 10). All permit applications can be obtained from the Village's Code Enforcement Officer:**

**Code Enforcement Officer
Village of North Aurora
25 E. State St.
North Aurora, IL 60542
(630) 897-8228, ext. 231
(630) 897-0269
cdinfo@vil.north-aurora.il.us**

or on the Village website <http://www.vil.north-aurora.il.us/building-zoning/index.htm>

On page five of this packet, you will find a special event checklist, which is designed to help you determine permits that are required for your special event. **Some of the information will not apply to your special event.** However, all event organizers are required to fill out the Special Event Registration form in full and submit it with the requested documentation to the Village's Chief Administrative Officer 120 days prior to the event. All special events must have final approval by the Village of North Aurora Board of Trustees.

Minimum Requirements/Criteria

The following criteria will be used to determine if your event is a special event:

1. All outdoor events held on Village property, i.e. street, sidewalk, park, etc., and/or deemed to significantly impact the Village are considered special events.
2. An event that requests any of the following actions, which must be approved by Village Board, will be considered a special event:
 - Events requiring street closures (with the exception of block parties).
 - Events that require the closure of parking facilities and/or the use of Village-owned property.
 - Events that require the posting of “No Parking, Tow Zones.”
 - Any event that may require a municipal ordinance amendment.

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Requirements and Conditions

1. **Alcoholic Beverages:** A Special Event Liquor License is required for the sale of alcoholic beverages. All Special Event Liquor Licenses must be approved by the Village of North Aurora Liquor Commissioner. Please contact the Code Enforcement Officer **6-8 weeks** prior to your event for details on obtaining a license.
2. **Amplification:** Amplifier authorization must be obtained from the Village Board of Trustees for the use of any speakers or sound system. The Village of North Aurora reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the North Aurora Police Department.
3. **Block Parties:** Special event registration is not necessary for block parties; however the Village of North Aurora requires that a permit be obtained for this type of gathering. For a block party permit application, please contact the Village's Code Enforcement Officer.
4. **Certificate of Insurance:** A Certificate of Insurance naming the Village as an additional insured in the general aggregate amount of \$2,000,000 is required for events, as deemed necessary by the Village of North Aurora. In addition, the event that is covered by the insurance must be named on the certificate. Upon approval of your event registration, an **original copy** of the certificate of insurance will be due at least **30 days** prior to event date. The Village of North Aurora reserves the right to request additional insurance for the event as deemed necessary by Village staff and/or Village Board.
5. **Compliance with Village Ordinances:** The applicant shall comply with all applicable Village ordinances, codes, conditions and requirements. If an amendment to an existing ordinance is necessary for the event to occur, the event must comply with the amended ordinance.
6. **Compensation for Village Staffing:** Depending on attendance and type of event, the Village may require personnel, including Police at the function. All Village personnel involved during the day(s) of the event may be charged back to the sponsoring agency if deemed appropriate by the Village Board of Trustees. The Village shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the sponsoring agency, as well as the Village. The bill will be transmitted to the sponsoring agency within **sixty (60)** working days after the completion of the event.
7. **EMS Support:** Certain events may require medical support on-site to supplement the North Aurora Fire Protection District's EMS team. In these instances, the event organizer will be notified in writing of the required medical personnel for which they will be responsible.

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8. **Fireworks, or other Explosive Devices:** A permit is required for the use of fireworks or other explosive devices, not categorized as fireworks, during a special event. For more information on the necessary requirements for using such during your special event please contact the Village's Code Enforcement Officer.
9. **Food and Beverage Health Inspections:** Food and beverages shall not be sold at an event, unless approved and licensed, if necessary, by the Kane County Health Department. Event organizers are responsible for arranging health inspections for their events. Health inspections must be on file with the Village prior to allowing food and beverage vending.
10. **Hold Harmless Agreement:** The event organizer must sign a Hold Harmless Agreement, agreeing to indemnify the Village of North Aurora against any and all actions arising from, during, or as a result of the event.
11. **Resident and/or Business Notification:** For those events that require street closures, or may cause disruption for Village of North Aurora residences or businesses, mailed or hand delivered notification must be provided to the affected parties two weeks prior to the event. The Village of North Aurora Police Department will determine which parties are to be notified.

The Village of North Aurora is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, codes and requirements.

Registration Process

1. **Submitting an Event Registration and/or Permit Application**
 - A. **Event Registration Due Date:** The special event registration is due to the Village's Chief Administrative Officer, at a minimum, 30 days prior to your event. This allows Village staff sufficient time to evaluate your request and provide a recommendation to the Village Board for consideration, if necessary.
 - B. **Permit Applications:** All required permit applications must be obtained through the Village's Code Enforcement Office, completed and submitted to the Chief Administrative Officer, who in turn will submit the staff approved completed applications to the Code Enforcement Officer. The completed permit applications must be submitted to the Chief Administrative Officer, at a minimum, thirty (30) days prior to your event. Upon completion of your required permit(s) by the Village, you will be notified by the Code Enforcement Officer. At that time, you may pick up your permit(s) from the Village of North Aurora Village Hall, or arrange to have them sent via mail.

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- C. **Required Documentation:** The following documentation is required by the Village of North Aurora for special events if applicable:
- **Hold Harmless Agreement:** A Hold Harmless Agreement must be submitted with each application.
 - **Certificate of Insurance:** An original Certificate of Insurance naming the Village as an additional insured in the **general aggregate amount of \$2,000,000, unless otherwise lowered by the Village Board of Trustees.**
- D. **Submission Process:** Please return the special event registration, and all COMPLETED permit applications and supporting documentation, to:

**Village of North Aurora
Attn: Wes Kornowske
Chief Administrative Officer
25 E. State St.
North Aurora, IL 60542
Phone: (630) 897-8228, ext. 233
Fax: (630) 897-8258
wkornowske@vil.north-aurora.il.us**

Fees

1. **Permit Fees:** Permit fees (liquor, raffle, etc.) are payable upon pick-up of your event permit(s), or you can arrange to pay by mail. For a list of the permit fees, please contact the Village's Code Enforcement Officer.
2. **Payment:** Make all checks payable to the **Village of North Aurora** and note the name of your event on the check.

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Application Checklist

Use this list to ensure that you have included supporting documentation to accompany the information on your Special Event Application.

Documents that *MUST* be submitted:

- Special Event Registration and signed Hold Harmless Agreement due 120 days prior to the event.
- Required permit applications 30 days prior to the event.
- Once your event is approved, a copy of the Certificate of Insurance listing the Village of North Aurora as an additional insured in the amount required is due 30 days prior to the event.

Documents that *MAY* need to be submitted:

Submitted	Does Not Apply	Permit
<input type="checkbox"/>	<input type="checkbox"/>	Circus/Carnival
<input type="checkbox"/>	<input type="checkbox"/>	Circus/Carnival/Parade Inspect.
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Liquor License
<input type="checkbox"/>	<input type="checkbox"/>	Parade Bond
<input type="checkbox"/>	<input type="checkbox"/>	Parade Permit
<input type="checkbox"/>	<input type="checkbox"/>	Food/Beverage

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SPECIAL EVENT REGISTRATION

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED 120 DAYS PRIOR TO THE EVENT TO WES KORNOWSKE, CHIEF ADMINISTRATIVE OFFICER

Name of Event: _____

Type of Event: ___ Parade ___ Walk/Run ___ Festival ___ Other

Location of Event: _____

Date(s) of Event: _____ Hours of Event: _____ to _____ Estimated attendance: _____

Event Web site (if applicable): _____

Purpose of the event: _____

Name of sponsoring organization: _____

Contact person from sponsoring organization: _____

Note: Please list the organization's legal status, i.e. NFP, Partnership, Corporation, etc.

Organizer address: _____

City: _____ State: _____ Zip: _____ - _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

Is this an annual event? YES NO If yes, please provide the event date for next year:

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as sound amplification, neighborhood parking complaints, etc.

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What, if anything are you doing to rectify the problem(s)?

Does your event include the use of a tent over 10 ft. x 10 ft.? YES NO

Will you be using speakers and/or sound equipment at your event? YES NO

If yes, you must contact the Village's Code Enforcement Officer.

Will you sell alcohol at your event? YES NO

*If yes, you must submit the **Special Event Liquor License Application** ninety (90) days prior to the event. Please contact the Village's Code Enforcement Officer for details on obtaining a temporary liquor license.*

Will there be amusement rides and/or inflatable devices at the event? YES NO

If yes, please contact the Village's Code Enforcement Officer for additional requirements that must be fulfilled.

Will you serve food at your event? YES NO

If yes, please indicate the number of vendors: _____

Note: a list of food vendors must be submitted to the Village's Code Enforcement Officer prior to the inspection of your event.

Does your event require the use of Village sidewalks? YES NO

If yes, will your event obstruct the use of Village sidewalks? YES NO

Are you requesting the use of any other Village-owned property, i.e. parking lots, etc.?

YES NO

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Are you going to be using any sanitation facilities? YES NO

If yes, please contact the Village's Code Enforcement Officer for additional requirements.

If yes, please indicate the property that you are requesting to use:

Would you like to request the closing of city streets? YES NO

If yes, you will be required to fill out a Parade Permit application. Applications can be obtained from the Village's Code Enforcement Officer. Please fill in the following information or submit a route map along with this application:

STREET	FROM	TO	DATES	TIMES
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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SITE PLAN AND/OR ROUTE MAP

If applicable, please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

If applicable, the following must be included:

Location of food vendors (FV)	Location of fire lane (FL)
Location of beverage vendors (BV)	Location of fire extinguishers (FE)
Location of toilets (T)	Public entrances and exits (PE)
Location of hand washing sinks (HWS)	Location of sound stages and amplified sound (S)
Location of retail merchants (RM)	Location of residential streets surrounding events
Location of First Aid (FA)	
Location of garbage receptacles (G)	
Location and number of barricades (B)	

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RELEASE

The applicant agrees that it will indemnify, hold harmless and defend the Village of North Aurora, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the organizer's event.

I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the Village of North Aurora of any changes in the application at least 10 days prior to the event. I agree to the terms and conditions listed above.

Signature of Organizer

Date

All applications must be signed.

After submitting all forms, your application will be reviewed by Village staff. All departments that will be involved in providing services or permits for the event will be notified. The Code Enforcement Officer will notify you if the event has been approved. **Please do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The Village of North Aurora reserves the right to cancel any event at any time for reasons deemed necessary by the Village Board of Trustees.

Mail, Fax or Hand Deliver All COMPLETED Applications to:

**Village of North Aurora
Attn: Wes Kornowske
Chief Administrative Officer
25 E. State St.
North Aurora, IL 60542
Phone: (630) 897-8228, ext. 233
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