SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED ONE WEEK PRIOR TO THE NEXT SCHEDULED VILLAGE BOARD MEETING TO THE ATTENTION OF THE VILLAGE ADMINISTRATOR

Please note: Block Parties require a separate Block Party Permit be obtained through the North Aurora Police Department. Parades or carnivals require a separate permit be obtained through the Village Administrator's office

Application Date: _____

Name of Event: _____

Type of Event: _____ Festival _____ Grand Opening _____ Backyard Party _____ Other

Location of Event: _____

Date(s) of Event: _____ Hours of Event: _____to _____

Event / Organization Website (if applicable):_____

Purpose of the event: _____

_____

Name of sponsoring organization (if applicable): _____
(List the organization's legal status, i.e. Partnership, Corporation, LLC, etc.) Non-for-profit: Yes____ No____

Contact person: _____

Contact person address: _____

City: _____ State: _____ Zip: _____

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

Organization address: _____

City: _____ State: _____ Zip: _____ Phone: _____

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

If yes, you must adhere to the Village of North Aurora Noise Ordinance (the North Aurora Noise Ordinance, Title 8, Chapter 8.2 of the Municipal Code is available on-line at www.vil.north-aurora.il.us)

Will alcohol be sold at your event? _____ YES _____ NO

*If yes, you must submit a completed **Special Event Liquor License Application** prior to the event for approval. Please contact the Village Administrator for details on obtaining a Special Events Liquor License.*

Will you serve food at your event? _____ YES   _____ NO

If yes, Kane County Health Dept. requirements must be met. Kane County Health Dept. 1240 N Highland Ave, Aurora, IL 60506 - (630) 208-3801   www.kanehealth.com

Does your event include the use of a tent or an inflatable device over 400 square feet? _____YES   _____ NO

If yes, approval from the North Aurora Fire Protection District may be required for non-residential events
North Aurora Fire District, 2 Monroe St, North Aurora, IL 60542 - (630) 897-9698   http://www.nafd.org

Upon submitting a completed and signed application along with all required documentation, Village staff will review the application. The Village Administrator 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.

Submit All COMPLETED Applications to:

> **Village of North Aurora**
> **Attn: Steve Bosco, Village Administrator**
> **25 E. State St.**
> **North Aurora, IL 60542**
> **Phone: (630) 897-8228, ext. 233**
> **Fax: (630) 897-8258**
> **sbosco@northaurora.org**

The person(s) having executed this application states the information set forth herein is true and correct to the best of his/her/their knowledge and belief.

The undersigned hereby makes application for a Special Events Permit pursuant to the provisions of the North Aurora Village Code in the Village of North Aurora, County of Kane, Illinois and all amendments thereto now in force and effect. The undersigned further acknowledges that he/she/they have read, understand, and will obey the provisions of the North Aurora Village Code as pertaining to this application and subsequent applications.

Dated this _____day of _____, 20_____

_____
Signature of Organizer / Applicant

HOLD HARMLESS RELEASE

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, village codes and requirements.

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.

_____

Name of Organizer / Applicant (please print)

_____   _____

Signature of Organizer /Applicant   Date