

For 4/25 #2023-0009

City of Aurora, MO			
Special Event Application			
<p>Thank you for choosing the City of Aurora for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety and welfare of event participants and the public at large. In order to do so, the City requires that all events must obtain a special event permit prior to the event. Please complete and return the following special event permit application to City Hall. The fee for a Special Event Permit is \$25. Payment is required at time of application. Thank you again for choosing Aurora. For answers to most questions please refer to City Ordinance No. 2016-3088 found in the City Code book and kept in the office of the City Clerk.</p>			
Date of Application:		4/17/2023	
I. Event Information			
Name of Event:		Layla's Birthday Party	
Physical Address of Event:		Oak Park E. Church St. Aurora, Mo.	
First Time Event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Event Open to Public?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Dates of Event:	4/29/23	Operating Hours of Event:	2pm - 5pm
Setup Date/Time:	130p	Finished Date/Time:	4pm
Estimated Attendance:	20		
<p>Detailed Event Description: birthday party for Layla Rivera on the 29th of April 2023. one donkey will be present from 2pm - 4pm. any messes will be cleaned up by Applicant and animal owner Susan Graves, as well as applicant's family.</p>			
II. Applicant/Contact Information			
Applicant(s) Name:		Ashley Courtney	
Organization:		N/A	
Address:		1100 S. Engle St #95 Aurora, MO 65605	
Phone:	4174994335	Fax:	
Emergency Phone:	4174994335	Email:	ashcourtney73@yahoo.com
Property Owner (if not applicant or City):			
Organization:			
Address:			
Phone:		Fax:	
Emergency Phone:		Email:	

III. Vendors		
Will this event have food/sales vendors?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vendors include all sellers of merchandise; service, or food/beverages, and carnival/amusement ride services. All vendors, if selling at retail to the public, are responsible for collecting and remitting Missouri sales tax in accordance with Missouri State Statutes.		
IV. Special Items		
Are you serving alcohol?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	(If Yes: See Alcohol Guidelines)
Are you having amplified music?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Do you plan to have fireworks?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	(If Yes: See Fireworks Plan)
Will this event require police protection?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
V. Fireworks Plan		
All aspects of fireworks featured during an event must be controlled at all times by a licensed and insured pyrotechnic operator. The City strictly controls viewing and launching locations. Explain your Fireworks Plan. (Attach additional sheet if necessary):		
Emergency Contact Person for Event:	Ashley Courtney	
Emergency Contact Person Phone:	417 499 4335	
<p>Any special event held within the City of Aurora shall require a special event permit and is subject to the terms and conditions of the approved plan. Obtaining a special event permit shall not relieve the applicant of the need to obtain all permits and authorizations necessary to comply with federal, state and local rules and regulations including applicable zoning requirements. Failure to obtain required authorizations and permits may result in the denial of or suspension of the permit.</p> <p>As a condition of a Special Event Permit being issued, the permit holder agrees to indemnify, defend and hold harmless the City of Aurora and all of its officers and employees against any and all suits, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of, or be constituting a part of the special event, or any activity constituting a part of the special event, or any act, omission or misconduct of the permit holder or his agents, representatives, contractors, or employees. The permit holder agrees to discharge any and all judgements that may be rendered against the City of Aurora or its officers and employees in connection with any suit, cause of action or claim after the judgement becomes final and unappealable.</p>		
Signature of Event Representative:	Ashley Courtney	
Organization/Group:	N/A	
For Office Use Only:		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
City Official Signature: _____	Rec'd 4-17-23 ca	
Date: _____	Time: _____	
City of Aurora, MO PO Box 30 Aurora, MO 65605 Phone: (417) 678-5121 Fax: (417) 678-6599		