

## City of Aurora, MO

### Special Event Application

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.

**Date of Application:** 02/28/2020

#### I. Event Information

**Name of Event:** Houn Dawg Days

**Physical Address of Event:** Downtown Aurora around Square

**First Time Event?**  Yes  No      **Event Open to Public?**  Yes  No

**Dates of Event:** 10/2/20-10/04/20      **Operating Hours of Event:** 9am-9pm

**Setup Date/Time:** 10/02/2020      **Finished Date/Time:** 10/04/2020 3pm

**Estimated Attendance:** 1000-2000

#### Detailed Event Description:

We look forward to reviving the Houn Dawg Days that Aurora had in the past and having the event along side the annual car show with the Chamber. We also look forward to growing the event with a band competition and different events that will go with the Festival. We are looking at having this festival as an annual event hosted by our church and a way to help the community grow and bring in foot traffic for our downtown area and small businesses downtown. We plan on inviting food trucks and different vendors from around the area! We have a unique downtown and we want to help flourish the downtown. We would also like if possible to block off the square from thru traffic during the festival so we have plenty of area for booth spaces and vendor spots. Possibly down Madison Ave to Locust st if we get enough interest. Would we be able to use the vacant lot across from the First Pres. Church?

#### II. Applicant/Contact Information

**Applicant(s) Name:** Stephen Mckay and Jamie Rainey

**Organization:** Engage Church

**Address:** 16 W Olive St Aurora Mo

**Phone:** 417-813-1276      **Fax:** 417-732-1492

**Emergency Phone:** 417-813-1267      **Email:** stephen.mckay@engagechurchaurora.com

**Property Owner (if not applicant or City):**

**Organization:**

**Address:**

**Phone:**      **Fax:**

**Emergency Phone:**      **Email:**

**III. Vendors**

**Will this event have food/sales vendors?**  Yes  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?**  Yes  No (If Yes: See Alcohol Guidelines)

**Are you having amplified music?**  Yes  No

**Do you plan to have fireworks?**  Yes  No (If Yes: See Fireworks Plan)

**Will this event require police protection?**  Yes  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:**

**Emergency Contact Person Phone:**

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.

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.

**Signature of Event Representative:** *Stephen McKay*  
Assigned by:

**Organization/Group:** Engage Church / Community outreach

**For Office Use Only:**  Approved  Denied

**City Official Signature:** *Received*  
 Date: *2/28/20* Time: *CH*

**City of Aurora, MO**  
**PO Box 30 Aurora, MO 65605**  
**Phone: (417) 678-5121 Fax: (417) 678-6599**

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Designated by:  
 Engage Church / Community outreach

**Organization/Group:**

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