for council 2/24/26

#2026-0004

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 esuring 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:	2-16-26	
I. Event Information		
Name of Event:	Aurora Downtown Clean up	
Physical Address of Event:		

First Time Event?	☐Yes ☒No	Event Open to Public?	☒Yes ☐No
Dates of Event:	April 25	Operating Hours of Event:	9-12
Setup Date/Time:	April 25	Finished Date/Time:	April 25
Estimated Attendance:	30		

Detailed Event Description: Community Clean-up in the downtown area

II. Applicant/Contact Information			
Applicant(s) Name:	Lisa Boyer		
Organization:	Aurora Downtown Project		
Address:	Po Box 1044, Aurora, MO		
Phone:	417-229-1612	Fax:	
Emergency Phone:		Email:	lisaboyer80@gmail.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:	Lisa Boyer
Emergency Contact Person Phone:	417-229-1612

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:	Lisa Boyer
Organization/Group:	ADP Aurora Downtown Project

For Office Use Only:

☐Approved   ☐Denied

City Official Signature: _____

Date: _____   Time: _____

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