

# Town of Aurora Special Event Code

## Issue 101521

### 1. Purpose

- a. The purpose of this code is to regulate special events within the Town of Aurora to better ensure public safety by requiring adequate parking, traffic control, security, and bathroom facilities and by limiting the noise allowed and the hours of such special events.
- b. This subsection shall apply to all persons and entities, including, without limitation, corporations, companies, partnerships, associations, and non-profit and religious organizations, regardless of the purpose of the event.

### 2. Definitions

- a. Special Event means an event outside of the scope of normal operations or day to day business that is open to the public and is either in a public right of way or that impedes a public right of way, such as vehicle parking or standing that may impede the flow of traffic or create a safety hazard. Special Event also includes any event so specified or regulated in a special use or other permit.
- b. Person in charge of the Special Event means:
  - i. The person(s) who submitted an application to hold the special event; and,
  - ii. The person(s) who owns the premises involved and any adult person who lives in or on the premises at which the Special Event is held; and,
  - iii. Any person who is listed on the Special Event Permit for that special event; and,
  - iv. In the absence of a Special Event Permit, any person who organized or is otherwise responsible for the non-permitted Special Event.

### 3. Special Event Application and Permit

- a. The individual or organization that desires to conduct a special event shall file a Special Event Application with the Town Clerk's office for approval and issuance of a Special Event Permit. This application shall be submitted no less than 60 days in advance of the event and may require information including, but not limited to, the following:
  - i. Proposed date(s) for the Special Event and the hours during which such event will be conducted.
  - ii. Total number of persons expected to attend throughout the duration of the event, including the numbers that are anticipated to be present at any given time.
  - iii. Map or sketch showing the location of the event. Such map shall include the following:

1. Location of parking facilities indicating number of parking spaces being provided, including on street parking and standing.
  2. Location and number of toilet facilities including the location of port-a-potties if they are being provided.
  3. Location of entrance(s) and exit(s) to the event site.
  4. Location of vendor facilities, if applicable, including booths, tents and food service facilities.
  5. Location of all residential structures on the property and adjacent to the property where the event is being held.
- iv. Application shall include the following:
1. Written explanation of steps being taken to control traffic
  2. Written plan for providing security for the event, including the organization that is to provide security (if applicable) and the number of security personnel that will be present.
  3. Means and adequacy of sanitary and garbage disposal and other matters which concern the public health.
  4. Means and adequacy of measures to deal with noise, odor or other nuisance caused to surrounding properties and residents.
  5. Explanation of size, content and location of signs related to the event.  
*(Note: Signs must be in compliance with the Town's sign ordinance(s).)*
- v. A Special Event Application fee of \$25 and Special Event Permit fee of **\$50** shall be required *for each* special event. The Town Board may require an additional fee if Town resources are required, at the reasonable discretion of the Town Board, for the Special Event.
- vi. Approval
1. Upon receipt of the Special Event Application and \$25 application fee, the Town Clerk shall review the application for completeness. If any information is lacking or believed to be insufficient, the Town Clerk shall request supplemental information.
  2. Once the Application is deemed complete, the Town Clerk shall refer the Application for review to the Town Board and Police Department. Prior to approval, the Town Board may require additional restroom facilities, traffic control and other provisions deemed necessary for public safety beyond those set forth in the Application and may restrict the time and other parameters of the special event.
  3. Upon Town Board approval and the applicant's payment of the **\$50** Permit fee, the Town Clerk shall issue a Special Event Permit.

4. All Special Events shall be subject to the requirements of any noise law enacted by the Town of Aurora *as well as any county or state regulations.*

If a temporary use permit is issued by the Town Board, it is not necessary to receive a Special Event Permit.

5. Insurance/Bonding

- a. The Town Board may require a certificate of liability insurance in an amount and character that, in its sole discretion, it may deem reasonable and necessary for the protection of the public under the circumstances.
- b. The Town Board may impose conditions on the issuance of a permit and may require a bond from the Applicant in order to secure the performances of said conditions.

6. Penalties for Offenses

- a. Failure to obtain a Special Event Permit prior to holding a Special Event as set forth herein shall constitute a violation of the Code of the Town of Aurora and will subject the persons in charge of the Special Event to a penalty in the minimum amount of \$200 per violation.
- b. Any such Special Event that is conducted without a Permit may be immediately shut down following the issuance of a violations notice by the Code Enforcement Officer of the Town or by order of the Police Department.
- c. A second subsequent violation shall result in a minimum penalty of \$250 per violation.