



## Special Event Proposal

**\*\*\*Special Event Proposals must be submitted at least 30 days prior to event. A proposal received less than 30 days before the requested date will not be approved.**

### Events that require a Temporary Use Permit:

- An event that includes fundraising to benefit a non-profit organization.
- An event that includes advertising and/or promoting a commercial venture.
- Selling of any items and/or services (current copy of Aurora Business License and/or Tri-County Health Certificate will be requested prior to issuance of the Temporary Use Permit).
- Canopy 20 feet X 20 feet or larger.
- Live music or DJ requiring a stage (amplified sound only allowed at the following parks: Bicentennial Park, General's Park, Lowry Park, and Utah Park).
- Event with number of people in attendance above the maximum park capacity.
- Some examples of events requiring a Temporary Use Permit: organized 5k, art and crafts fair, movie in the park, competitive events, church group outreach.
- If you are unsure if your event requires a Temporary Use Permit, please contact PROS staff at 303.739.7058.

### Permit information:

- Permit fees are determined based on impact to the space requested.
- Events will require a site map, timeline of events, and trash plan. Runs/walks will also require a route map, street closures and any additional information that would be critical details for consideration.
- Events larger than 150 people in attendance may require an emergency response plan, traffic and parking control plan, trash collection and removal plan, and portable sanitary unit(s) plan.
- Event organizers may be required to provide additional portable restrooms and/or dumpsters and would be responsible for ordering, delivery/pick-up and cost.
- Many events require a one million dollar insurance policy listing the City of Aurora as an additional insured and will be requested prior to issuing the Temporary Use Permit. Please see the [Sample Insurance Document](#).
- A liquor license will be required if the event is selling, serving or distributing alcohol.
- All events must adhere to Parks, Recreation & Open Space Rules and Regulations.

### Cancellation and Reschedule Policy:

- Cancellation requests must be received at least 10 days in advance for a full refund.
- Reschedule requests must be received at least 10 days in advance, are based on availability, and are limited to one (1) per calendar year.
- Refunds and reschedules are not granted for inclement weather. Permit holder understands that with outdoor events, there is always the potential for severe cold/hot, rain, hail, snow and windy weather conditions year round.



**Summary of request:**

Event Title:

Organization Name:

Is the organization an Aurora based non-profit? If so, please provide the EIN number:

Type of Event (Commercial, Competition, Entertainment, etc.):

Site Requested:

Event Date(s):

Event Time(s):

Set-up Date(s)/Time(s):

Is this an Annual Event? If yes, how many years has it been held?

Is the event open to the public?

Estimated number people in the park (per day):

Estimated number of people in the park at PEAK time:

Please describe your event in 250 words or less:

**Event Description**

1. Areas of the facility needed for pre-event set-up (ex: parking lots, shelters, trails, beach area if held at the reservoir):
2. Areas of the facility needed on the day of the event (ex: parking lots, shelters, trails, beach area if held at the reservoir):
3. Will there be a participation fee?
4. Will the event require vehicles access in parts of the park otherwise off-limits to vehicles?  
If so, how will those vehicles be used?
5. Will the event require a stage or other large equipment?
6. Will the event require amplified sound? (only allowed at Bicentennial Park, General's Park, Lowry Park, and Utah Park)



7. Will there be food and beverage sales at your event?
8. Will there be merchandise sales at your event?
9. Will there be sales and/or consumption of alcohol at your event?
10. Will you set up any tents or canopies at your event? If yes, what size?
11. Please list any publicity or advertising methods that will be used (social media, flyers, etc.):
12. Are you requesting use of the City of Aurora logo in advertisements?

**Contact Information**

Event Coordinator:

Phone:

Email:

Address:

Second Event Contact:

Phone:

Email:

Address:

Name and contact information for the person who will be on-site during the event:

After completion, please send to [parkpermits@auroragov.org](mailto:parkpermits@auroragov.org) or call 303.739.7058 with any additional questions. If the Special Event Proposal is approved, staff will reach out to you regarding the next step in the process.