

City of Aurora, Illinois



Charitable Solicitation Permit Application

Return completed application to: *City Clerk's Office, 44 E. Downer Pl., Aurora, IL 60507.*
Phone #: 630-256-3070. Completed applications are due no less than 30 days prior to initiation of campaign. Incomplete applications will not be processed until complete.

Today's Date: _____ Dates of Campaign: From _____ to _____

Name of Charitable Organization (applicant): _____

Address of Charitable Organization: _____

Contact Person's Name (responsible for application): _____

Address: _____

Telephone #: _____ Email Address: _____

Drivers License/State ID#: _____

Is Organization registered with the Attorney General as a Charitable Organization? Y ____ / N ____

What is the name of your Event/Campaign? _____

What will your organization be Peddling/Soliciting? _____

Purpose for which funds are to be raised: _____

Exact location within the City of Aurora where campaign will occur: _____

If located on the property of a privately-owned business, written permission must be provided with your application.

If you plan to operate on a street, highway or thoroughfare you attest that the following statements are true:

This is a State or Nationwide Fund Raising Campaign

Reflective safety vests will be provided for all solicitors

— Additionally, the following must be provided with your application:

Fully-executed Hold Harmless Agreement (see page 3 to execute Agreement)

Certificate of Insurance naming the city as a primary, non-contributory additional insured under a policy of general liability insurance covering any and all solicitation activities and participating soliciting in the public Right-of-way with minimum coverage limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) general aggregate.

Please provide a separate listing of names and addresses of all individuals over the age of 18 conducting the campaign within the City on the following page.

Application, continued

Below, please list each solicitor's name (**over the age of 18**), home address, city, state, zip code, telephone number and date of birth.

1.		
Name & DOB	Home Address, City, State, ZIP	Phone
2.		
Name & DOB	Home Address, City, State, ZIP	Phone
3.		
Name & DOB	Home Address, City, State, ZIP	Phone
4.		
Name & DOB	Home Address, City, State, ZIP	Phone
5.		
Name & DOB	Home Address, City, State, ZIP	Phone
6.		
Name & DOB	Home Address, City, State, ZIP	Phone
7.		
Name & DOB	Home Address, City, State, ZIP	Phone
8.		
Name & DOB	Home Address, City, State, ZIP	Phone
9.		
Name & DOB	Home Address, City, State, ZIP	Phone
10.		
Name & DOB	Home Address, City, State, ZIP	Phone
11.		
Name & DOB	Home Address, City, State, Zip	Phone
12.		
Name & DOB	Home Address, City, State, Zip	Phone

If more space is needed, please provide an additional page.

AFFIDAVIT

- This permit does not authorize you to solicit from a city or private parking lot
- Solicit only between the hours of 9:00 a.m. and 7:00 p.m. April through September and 9:00 a.m. and 6:00 p.m. during the remaining months of the year
- If there is a “No Soliciting” sign posted, it is a violation of city ordinance to solicit at that home or business and/or leave any material
- Leave a residence as soon as you are asked and without question
- Do not place flyers, pamphlets, leaflets, etc. in or on mailboxes or unattended anywhere
- All solicitors shall carry a copy of the permit with them at all times during any such solicitation
- You do not represent the City of Aurora, and we are not endorsing your product. Attempting to mislead the public in any way may result in a citation or revocation of your permit.
- Charitable solicitation is only allowed upon highways, streets, alleys and vehicular thoroughfares of the city **with special permission**. (See Sec. 32-3 (c)(3)(1-3) [attached](#).)

The undersigned hereby makes application for a Peddler/Solicitor Permit in the City of Aurora, IL, pursuant to Chapter 32 of the Municipal Code of Aurora, IL.

I _____, do solemnly swear that the forgoing information is true and complete to the best of my knowledge. I have read and agree to abide by the Peddler/Solicitor Ordinance of the City of Aurora. Further, I have personally read and answered each and every question in this permit application and I do solemnly swear that each and every answer is full, true, complete, and correct in every respect. I understand that if this application contains any false or misleading information of any material fact, it is grounds for denial of this and future permits. I understand that the organization may not begin Peddling or Soliciting until a permit has been issued by the City of Aurora—City Clerk’s Office.

By signing this application, I stipulate that no individual employees, independent contractors, employees of independent contractors, volunteers or any other such person associated with the registrant is a “Sex Offender” as described by the State of Illinois Statute 730 ILCS 150/2 and as may similarly be applicable to and by other law enforcement jurisdictions throughout the United States and I certify that such persons listed on this application, including registrant, have not been convicted of a violent crime as defined by 725 ILCS 120/3 or a felony or misdemeanor for a crime involving moral turpitude or truth and veracity within the last ten (10) years. (See Sec. 32-3 (b) attached.)

Applicant’s Signature/Date

For organizations wishing to operate in the street, highway or thoroughfare:

I, _____, hereby agree to release and hold harmless the City of Aurora, its elected officials, employees, and agents (hereinafter referred to together as “the City”) from any liability for claims of personal injury, property damage, negligence, expenses, attorney’s fees, costs, or any other loss or cause of action whatsoever which may arise or occur as a result of, or in any way connected to, participation of this organization in the Charitable Solicitation Campaign. I understand and acknowledge that myself and all participants are engaging in this activity at our own risk, and are not entitled to any compensation, benefit, or insurance coverage from the City.

Applicant’s Signature/Date