

VILLAGE OF EAST AURORA
APPLICATION FOR TEMPORARY USE PERMIT
Not less than 60 days or more than 75 days before date of activity

\$25.00 Application Fee _____ \$50.00 Permit Fee _____
\$100.00 Mailer Fee (300 feet for road/public parking lot closure and/or outdoor music) _____

Date Application Filed: _____
Date of V.B. Action: _____

Approved: _____ Disapproved: _____
Conditions of approval will be listed in permit

Sect. 285-52 Participants of an area activity, such as, but not necessarily limited to, a sidewalk sale, art, antique, craft show and/or sales, farmers market, or community/civic promotion activities and similar

Please type or print legibly

Name of Organization _____

Is Organization a: not-for-profit Charitable/Service Business School Government

Name & Address of Individual Responsible _____

Phone Number _____ E-mail _____

Event Name _____

Date(s) of Event _____ Time(s) of Event _____ Estimated # of People _____

Please describe activity/purpose of this event _____

Location (include all areas of the event) _____
(attach map)

Will this event be **held** entirely in the Village of East Aurora? Yes No
If no, specify: _____

Will the event include more than one vendor/organization? Yes No
(if yes, attach list of vendors/participants)

Will the event involve a **street or parking lot closure/usage**? Yes No If yes, please note:
Road/Lot Name(s) _____
Date(s) of Closure _____ Time(s) _____

Will the event include:
Parade or motorcade Yes No (Attach Map of route)
Walk or Run Yes No (Attach Map of route)

Will there be outdoor **music**? Yes No
Time & Location _____ Live DJ Multiple/Mixed
Amplification Yes No

Will you be providing or selling alcohol? Yes No
Will people be allowed to bring alcohol? Yes No

Will there be **Security Guards**? Yes No Volunteers or Private Paid Entity
Please List Entity Name _____

Will there be temporary **food stands**? Yes No
How many? _____
Food Truck? If yes, name of vendor: _____
(additional permit required)

Will **tent** or other structure be erected for event? Yes No Size _____
Date & Time to be installed _____ Date & Time to be removed _____

Will any prep work be done on/or before the event? Yes No
Please describe _____

Set up Date: _____ Time: _____
Clean up Date: _____ Time: _____

Will additional **garbage cans** be needed? Yes No How many ____ Drop Off Location _____

Will each vendor/organization be responsible for their own garbage? Yes No

Will a **dumpster** be used? Yes No If yes, location _____

Will there be **portable lavatories**? Yes No How Many? ____
Location(s) _____

Will there Bell Jar or Games of Chance? Yes No (if yes, separate permit required)

What is the source of **electric**, if applicable? _____

Please list any extras eg. Light show, loud speakers, decorations, paints or dyes:

Police Services Requested: _____

(Crossing Guards may be required dependent upon event and is a decision of the Police Department)

DPW Services Requested _____

Fire/Other _____

- Attach map or sketch showing the location of the event. Such map shall include:

Location of parking facilities, indicating number of parking spaces being provided; location of toilet facilities including the location of port-a-potties; location of public entrance(s) and exit(s) to the event site; location of vendor facilities (if applicable) including booths, tents and food service facilities; explanation of steps being taken to control traffic and provide security (if applicable) and the number of security personnel that will be present.

_____ *Requesting organization shall attach a completed Certificate of Insurance with minimum limits include public liability coverage of limits of \$1,000,000 each occurrence; property damage insurance with limits of \$1,000,000 each occurrence. Policy shall be endorsed to include Village of East Aurora as an additional named insured.*

_____ *Requesting organization shall attach Indemnification Agreement on organization letterhead, signed by authorized applicant or officer of company and duly notarized (sample included)*

“Applicant named herein is fully responsible for obtaining any & all licensing with regard to the presentation or playing of music, pursuant to music copyright laws. The Village of East Aurora assumes no liability in this regard”.

- Police Department: Conditions/Comments _____
- Dept of Public Works: Conditions/Comments _____
- Fire Dept/Disaster Coordinator: Conditions/Comments _____

Sign Permits are to be obtained from the Town of Aurora Building Department 575 Oakwood Ave, 716.652.7591

Indemnification Agreement

To the fullest extent permitted by law, I/We shall indemnify and hold harmless the Village of East Aurora and its employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of our work under this contract, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from but only to the extent caused in whole or in part by negligent acts or omissions of our organization, anyone directly or indirectly employed by us or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to otherwise exist as to a party or person described in this paragraph.

Authorized Applicant or Officer

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public