

Application Fee \$25.00 _____
Permit Fee \$50.00 _____

Temporary Use Permit

Hamlin Park

Submit applications to:

Village of East Aurora

585 Oakwood Ave

East Aurora, NY 14052

Telephone (716) 652-6000, ext. 3 Fax: (716) 652-1290

Not Less Than 60 Days or More Than 75 Days Before Date of Activity

1. Name of Organization: _____
2. Individual Responsible for this request: _____
3. Address: _____

4. Telephone number: _____
5. Fax: _____
6. Email Address: _____
7. Date(s) of event _____
8. Hours of use including set up/take down: Start _____ am/pm End _____ am/pm
9. Description of the event or use:

10. Specific area(s) requested, map attached

<input type="checkbox"/> Kiwanis BBQ shelter	<input type="checkbox"/> Volleyball courts
<input type="checkbox"/> Tennis Courts shelter	<input type="checkbox"/> Tennis courts
<input type="checkbox"/> Rotary Band shell	<input type="checkbox"/> Aurora Players Pavilion**
<input type="checkbox"/> Soccer field/football field	**MUST receive permission to use the Pavilion from the Aurora Players prior to handing in this application. You must also attach a copy of a written agreement for use from the Aurora Players.**
<input type="checkbox"/> Baseball diamond	<input type="checkbox"/> Outdoor Playground
11. Estimated attendance: _____ Other: _____
12. Will food or drinks be served? _____ If yes, describe: _____
13. Will there be sound amplification or music or a band(s)? _____ If yes, describe: _____

14. Other services requested (describe): _____
☐ Police _____
☐ Department of Public Works (DPW) _____
☐ Fire Department _____
☐ Materials _____

(Provide drawings describing location, size and text of all proposed signs for this event to the Town of Aurora Building Department, 5 South Grove St. Approved signs may be erected 30 days prior to the event and must be removed immediately after same.)

I make this application and agree to abide by the **Guidelines for Use of Hamlin Park**.

Signature of Applicant

Date

Official Use Only Below this Line-----

Event: _____

Attachments submitted:

_____ Indemnification Agreement

_____ Certificate of Insurance

_____ Map with area(s) requested to be used indicated

_____ Copy of application for sign permit, if applicable. (Upon application approval, copy of approved sign permit must be filed with the Village Clerk NO LATER THAN 5 days prior to scheduled event.)

Action by Village Board:

If referred to Friends of Hamlin Park Advisory Board, date of VB referral: _____

Application **recommended or not recommended** by HPAB. (Attach written referral submitted to application.)

The Village Board, upon review of the application took the following action, with or without conditions (as applicable) and noted below:

Date: _____ **Approved** _____
Village Clerk Signature

Denied: _____
Village Clerk Signature

Conditions:

_____ Police Department approval

_____ DPW approval

_____ Fire Department approval

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

_____ Requesting organization shall sign an **Indemnification Agreement**, on organization letterhead, signed by authorized applicant or officer of company and duly notarized.

_____ Other _____

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 injury to or destruction of tangible property, including the 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 for 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

State of New York)
County of Erie)

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

Notary Public

Qualified in Erie County, New York
My commission expires: _____

Guidelines for Use of Hamlin Park

1) Introduction

Hamlin Park, herein called the park, is owned by the Village of East Aurora and maintained by the Town of Aurora. The park is intended for use and enjoyment by village and town residents and visitors to the area. All park users, individuals and groups alike, are asked to be courteous towards town and village personnel, neighbors and other park users.

2) Purpose

These guidelines embody the policies and procedures that govern the use of the park. Their purpose is to secure for residents optimal use and benefit of the park, insure maintenance of the park, and assure fair and efficient access to the park.

3) Temporary Use Permit Requirements

- a) A Village of East Aurora Temporary Use Permit for Hamlin Park, herein called permit, is required for use of the park by groups of more than one hundred (100). Permit applications are available at the Village Hall, 571 Main St., or on line www.east-aurora.ny.us. A permit is required for use of all park facilities and property including, but not limited to, baseball fields, soccer/football fields, the basketball court, the Rotary Bandstand, volleyball courts, tennis courts, park shelters, and the grove area.
- b) The permit application must be completed in full, along with a map of the park highlighting the area and/or facilities to be used, and a signed indemnification agreement and a certificate of insurance naming the village as an additional insured. Application for a permit must be received not less than sixty (60) days, and not more than 75 days, before the date of such use or activities.
- c) The Village may forward each permit application to the Friends of Hamlin Park Advisory Board, herein called the Advisory Board, for review and recommendations. The Village Board then reviews the application. If the application has been approved, the Village Board provides a copy to the applicant, the East Aurora Police Department, the Town of Aurora Building Department and the Town Parks and Recreation Department.

4) Factors Considered in Approving Permits

Factors to be considered in determining permission for use include:

- limitations due to current capital improvements or rehabilitation
- regular maintenance
- extent of wear and tear to be caused by use
- coordination of uses
- efficient scheduling
- availability of services

5) Permit denial or rescission

Permits may be denied or rescinded:

- when an applicant fails to comply with requirements of this policy, town, village or state law
- when an applicant has knowingly made a false, misleading or fraudulent statement in the application or any supporting document
- when scheduling conflicts occur
- for any other reason deemed reasonable by the Village Board
- problems or issues experienced with applicant with past events or use.

6) Priority of Use

Village or Town sponsored events have priority of use for the park. Requests for permits will be approved based on the following order of priority:

- a) Residents and groups within the Town
- b) Organizations that have historically used the park
- c) Groups outside the Town

7) Fees

The application fee is \$25.00 and is payable when application is submitted. If the application is approved, the permit fee is \$50.00.

8) Limits on Park Use

The following are not allowed in the park:

- Dogs (not including dogs trained for the visually impaired), cats or other animals
- Alcoholic beverages
- Firearms, air guns or slingshots
- Gambling
- Archery
- Golfing
- Fires (other than grills)
- Cutting, marring or injuring any tree
- Littering
- Hunting and trapping
- Snowmobiles
- Broadcasting through loud speaking amplifiers (unless specifically approved in permit)

9) Parking

Parking is not permitted on the grass at any time. Parking is limited to designated parking lots. Driving any vehicle in the park, except for approved park maintenance and public utility vehicles, without express approval, is prohibited. Vehicles may drive on the blacktop into the pavilion area (Aurora Players and Rotary Bandstand) for loading and unloading only. Vehicles and other apparatus or equipment are prohibited within eight (8) feet of any tree. Vehicles are to be removed immediately after loading or unloading. In

accordance with fire safety regulation, no vehicles may be left unattended in the pavilion area.

10) Preservation of Property

It is a violation of the Village Code to injure, deface, disturb or befoul any part of the park or any of the buildings, signs, equipment or other park property, or to remove, injure or destroy any tree, flower, shrub, rock or mineral in the park, or to peel any bark from or cut or injure any park tree.

11) Cleaning

- a) Permit users are responsible for cleaning up the park area before noon the day after the event, making sure garbage is collected and bagged, and the area is restored to the same condition as it was prior to the event.
- b) For groups or crowds over 300, permit users must provide for the removal of all garbage and trash generated during the event/use from the park. If a dumpster is to be used, location of the dumpster must be approved by the East Aurora Department of Public Works, and removed from the site within 24 hours of the conclusion of the event. Additional trash containers and bags (at a rate of one per every 50 additional people) are required during the event/use, and must be removed within 24 hours of the conclusion of the event/use. **It is not the financial responsibility of the Village to remove, or cause to be removed any garbage, trash, or refuse resulting from the granting of this permit.**
- c) In case of any damage resulting from or rubbish left in the park as a result of the approved event or use, costs incurred will be billed to the applicant, upon the determination and recommendation of the East Aurora Department of Public Works and approved by the Village Board.

12) Recycling

Recycling is encouraged at all events. All events with projected attendance of more than 300, and all those serving beverages in cans and/or bottles, shall provide designated recycling receptacles adjacent to the point of sale, near designated eating areas, and/or at park entrances and exits.

13) Additional Toilet Facilities

Permit users must provide an adequate number of portable toilets to meet crowd demands as per the NYS Health Department codes.

14) Use of Additional Apparatus or Equipment

The use of any apparatus or equipment not existing in the park must be pre-approved in writing by the Village. This includes amusement rides, portable toilets, etc. Any approved apparatus or equipment must be removed from the park within two (2) days of the conclusion of the event, unless otherwise previously specified.

15) Noise

The park is located in a residential neighborhood surrounded by homes. No park event should produce noise levels that interfere with or detract from the enjoyment of the general public in the surrounding area.

16) Signage

If signs are to be used in conjunction with an event, the applicant must contact the Town Building Department at 652-7591 for information on compliance with village codes, and obtain all necessary permits. Copies of any approved sign permits must be filed with the Village Clerk no later than 5 days prior to the scheduled event.

17) Hours

Permitted Park hours are from 7 a.m. to 10 p.m.

18) Local Ordinances

All local ordinances, fire and safety regulations, state laws, and building regulations apply to the use of the park.

19) Waiver of Guidelines

The Village Board, at its discretion, may waive any of the guidelines contained herein. Factors that will be considered in determining whether a waiver will be granted include:

- the nature of the event
- the number of attendees anticipated
- past history of similar events and/or sponsoring organizations.

20) Violation of Park Guidelines

Complaints about alleged violations of park guidelines should be directed to the Village Board. Complaints alleging an imminent danger or threat to life, health or property should be made directly to the East Aurora Police Department.

5YCAM085

South Gate -

PROSPECT AVE.