



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 the 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 donating a portion of proceeds to one or more charities and publicizing that in promotional material? Yes No

If yes, list charities and the percentage of proceeds to be donated: _____

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

(If Yes, attach Map of route)

Walk or Run Yes No

(If Yes, attach Map of route)

Will there be outdoor **music**? Yes No

Time & Location: _____

Amplification: Yes No

Type: Live DJ Multiple/Mixed

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 a **tent** or other structure be erected for the 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: _____

Do you have a **Recycling** Plan? Yes No Please describe: _____

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 **electricity**, if applicable? _____

Please list any extras e.g. Light show, loudspeakers, 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 a 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 including public liability coverage of limits of \$1,000,000 each occurrence; property damage insurance with limits of \$1,000,000 each occurrence. The 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

Clerk Shared/Forms/Village Permit Application Forms/Application Temporary Use Permit

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