

**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, 300 Glead Avenue, 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