

Application # \_\_\_\_\_

# Application for Temporary Use Permit

## Town of Aurora Parks

Submit applications to:  
Town of Aurora Recreation Department  
575 Oakwood Ave  
East Aurora, NY 14052  
Telephone (716) 652-8866 Fax: (716) 652-5646

**All requests must be made no less than 30 days in advance of event/use.**

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  
\_\_\_\_ JP Nicely West Falls Park  
\_\_\_\_ Warren Drive Park  
\_\_\_\_ Majors Park  
\_\_\_\_ Community Pool Park
11. Specific equipment to be brought in to park (porta johns, tents, etc.) \_\_\_\_\_  
\_\_\_\_\_
12. Need: Water \_\_\_\_\_ Electric \_\_\_\_\_
13. Estimated attendance: \_\_\_\_\_
14. Will food or drinks be served? \_\_\_\_\_ If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

15. Will there be sound amplification or music or a band(s)? \_\_\_\_\_ If yes, describe:  
\_\_\_\_\_

16. Other services requested (describe): \_\_\_\_\_

\_\_\_\_\_ Police \_\_\_\_\_

\_\_\_\_\_ Parks and Recreation Department \_\_\_\_\_

(Provide drawings describing location, size and text of all proposed signs for this event to the Town of Aurora Building Department, 300 Glead Ave. 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 Town of Aurora Parks.**

\_\_\_\_\_  
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 Town Clerk NO LATER THAN 5 days prior to scheduled event.)

Application  **Recommended** or  **Not recommended**  
by Recreation Department