

Application # _____

Application For Temporary Use Permit

Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field At Knox Farm State Park

Submit applications to:
Town of Aurora Parks and Recreation
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.

***PLEASE NOTE THAT THE PERMIT CANNOT BE ACCEPTED FOR BOARD APPROVAL
WITHOUT THE FULL COMPLETION OF THIS DOCUMENT.***

1. Name of organization: _____

2. Individual responsible for this request: _____

3. Address: _____

4. Telephone number: _____

5. Fax: _____

6. Email: _____

7. Date(s) of event: _____

8. Hours of use including set up/take down: Start _____ End _____

9. Description of the event or use:

10. Specific area(s) request. Please attach a map of the area.

a. Soccer fields _____

b. Polo Field _____

c. Equestrian Park _____

d. Other _____

i. Describe _____

11. Specific equipment to be brought into the park (porta-johns, tents, etc.)

12. Needs: Water _____ Electric _____

13. Estimated attendance: _____

a. Will participants be crossing Knox Road? _____

b. Will participants be attending via bus? _____

PLEASE NOTE: Based on the estimated attendance of the event, a meeting with the Town Supervisor, Dir. of Recreation and Aquatics, the Highway Superintendent, and Chief of Police may be scheduled at the discretion of the Aurora Town Board to discuss a plan for proper traffic control and parking.

14. Will food or drinks be served? _____
 a. If yes, please describe _____

15. Will there be sound amplification, music, or a band(s)? _____
 a. If yes, please describe _____

16. Other services requested, please describe: _____
 a. NYS Park Police* _____
 i. *Applicant is responsible for contacting the East Aurora Police Department if the event involves the Village or Town streets.
 b. Parks Department: _____

17. Do you intend to use the main part of Knox Farm State Park between Buffalo Rd, Willardshire Rd., and Knox Rd.? _____
 a. If yes, you must request a permit from NYS Parks and Recreation. Contact their office at 716-549-1802.

Provide drawings that describe location, size. and text of all proposed signs for this event to the Town of Aurora Building Department, 575 Oakwood Ave. Approved signs may be erected 30 days prior to the event and must be removed immediately after.

I make this application and agree to abide by the **Guidelines for Use of Barb and Neil Chur Equestrian Park, Soccer Fields, and/or Polo Field**

 Signature of Applicant

 Date

General Fees (Cash/Card)		
	Fee	Paid
Application	\$25/\$25.78	
Permit	\$15/\$15.47	
Security Deposit*	\$250	

Additional Services (Cash/Card)				
Service	Per hour	# of Employees	# of Hours	Total
Crossing Guards	\$30/\$30.93			
Parking Attendant	\$30/\$30.93			
Total Additional Services				

*Subject to change dependent on anticipated damage.

(Invoiced after event or adjustments to security deposit return.)

Per Day Event Specific Fees (Cash/Card)					
Item	Fee	NP or TR	NP & TR	# of Days	Total
1-100 Attendants	\$150/\$154.65	\$135/\$139.19	\$120/\$123.72		
101-750 Attendants	\$300/\$309.30	\$270/\$278.37	\$240/\$247.44		
750+ Attendants	\$500/\$515.50	\$450/\$463.95	\$400/\$412.40		
Garbage Service	TBD	TBD	TBD		
NP- Non- Profit	TR- Town Resident	Total Event Fee			

SUPERVISOR
CHARLES SNYDER
(716) 652-7590
supervisor@townofaurora.com



TOWN CLERK
MARTHA L. LIBROCK
(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA

575 Oakwood Ave., East Aurora, NY 14052
www.townofaurora.com

Indemnification Agreement

Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field

To the fullest extent permitted by law, I/We shall indemnify and hold harmless the Town of 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

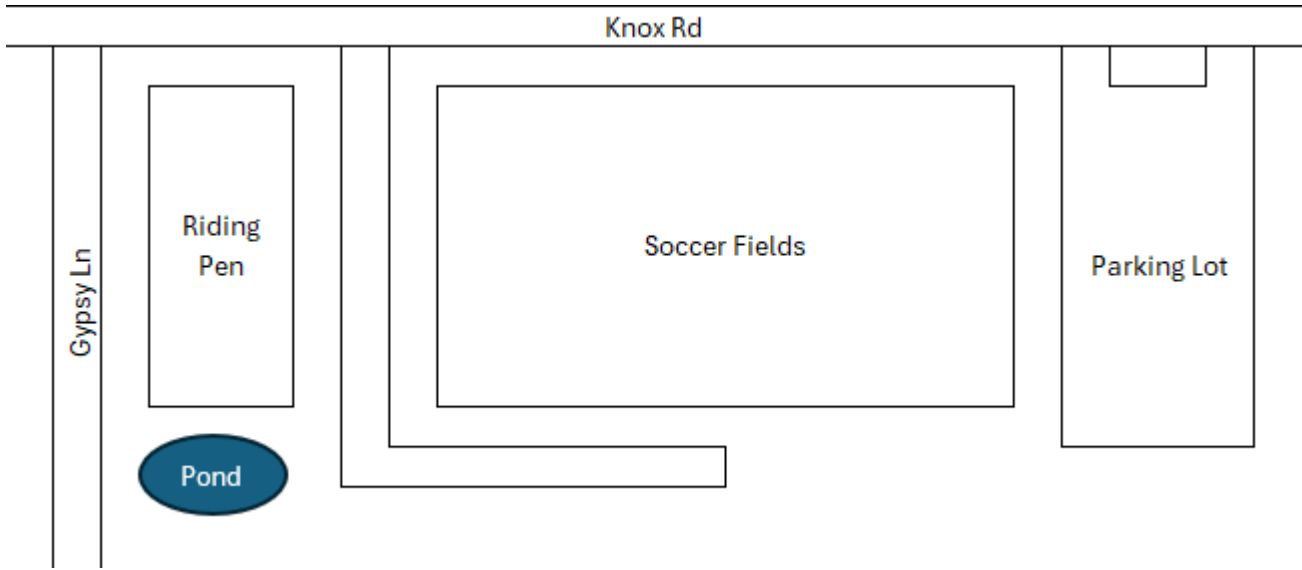
State of New York)
County of Erie)

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

Notary Public

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

Knox Map



Please mark the areas of the park you intend to use for your event. Please describe any additional information below that may be needed.

Please describe how your event will handle parking and traffic (if your event will be crossing the road) for your event.

Is there any additional information you believe the Town Board will need to know for you to host this event?

Official Use Only

Event: _____

Attachments Submitted

- _____ Indemnification Agreement
- _____ Certificate of Insurance
- _____ Map with area(s) requested to be used indicated
- _____ Parking and Traffic plan
- _____ 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.)
- _____ Copy of this application to NYS Parks and Recreation c/o Evangola State Park

Application _____ **Recommended** or _____ **Not recommended**
by the Recreation Department.

Action by Aurora Town Board

The Aurora Town Board, upon review of the application request #_____ submitted by _____ (organization or individual) took the following action with or without conditions (as applicable) noted below:

Approved: _____
Supervisor's Signature

Date: _____

Denied: _____
Supervisor's Signature

Date: _____

Conditions:

- _____ Police Department Approval
- _____ Highway Department Approval
- _____ Building Department Approval
- _____ Requesting organization shall attach a completed **Certificate of Insurance** with minimum limits to include public liability coverage with limits of \$1,000,000 each occurrence; property damage insurance with limits of \$1,000,000 each occurrence. Policy shall be endorsed to include the Town of Aurora as an additional name insured
- _____ Requesting organization or individual shall submit an **Indemnification Agreement** signed by authorized applicant or officer of company and duly notarized.
- _____ Approval of parking and traffic plan
- _____ Arsenal Soccer Contacted – No Conflicts. Date: _____
- _____ Other

