

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

# Temporary Use Permit

## Hamlin Park

Submit applications to:  
 Village of East Aurora  
 571 Main Street  
 East Aurora, NY 14052  
 Telephone (716) 652-6000, ext. 3 Fax: (716) 652-1290

**All requests must be made no less than 60 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
 

<input type="checkbox"/> Kiwanis BBQ shelter <input type="checkbox"/> Tennis Courts shelter <input type="checkbox"/> Rotary Band shell <input type="checkbox"/> Soccer field/football field <input type="checkbox"/> Baseball diamond	<input type="checkbox"/> Volleyball courts <input type="checkbox"/> Tennis courts <input type="checkbox"/> Aurora Players Pavilion <input type="checkbox"/> Outdoor Playground <input type="checkbox"/> Other: _____
---	--

11. Estimated attendance: \_\_\_\_\_
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: \_\_\_\_\_

