

**THE AURORA HIGHLANDS COMMUNITY AUTHORITY BOARD
FORM TO REQUEST USE OF PARKS AND AMENITIES**

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

Check One ☐ Owner or Resident ☐ Non-owner and Non-resident

The following use type is requested (check applicable boxes):

☐ Entertainment Event ☐ Concert ☐ Conference ☐ Class ☐ Trade show
☐ Other _____ ☐ Party

Location of request:

☐ Winged Melody Park (full) ☐ Winged Melody Park (South)
☐ Carousel ☐ UMI/Hogan Park ☐ First Light Park
☐ Starlight Terrace Park ☐ Sunset Meadows Park ☐ Sunlit Park

Activities included in the request:

☐ Vending ☐ Food Sales ☐ Alcohol (Permit required) ☐ Tent w/ stakes
☐ Carousel Operation ☐ Food trucks to be located in designated areas
☐ Food trucks to be located outside of designated areas ☐ Concert Equipment
☐ Structures or Lawn Furniture w/ stakes

Number of Attendees: _____ Date: _____
Start Time: _____ End Time: _____

Please provide a detailed description of the Event with details on set up, usage, and breakdown of event:

List of Vendors and Vendor Contact Information:

Alternate Contact Information:

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

For Internal Use only:

ACTION: ☐ **Approved** ☐ **Approved subject to:** ☐ **Denied because:**

Approved By: _____ **Date:** _____