



TOWN OF WEST SENECA

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWNS COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY, JR.

TO: Honorable Town Board / Town of West Seneca

FROM: John J. Fenz, ESQ Lauren Masset
Town Attorney Youth Service Coordinator

DATE: September 29, 2015

RE: Southgate Plaza Halloween Parade

Dear Honorable Town Board,

As per the attached and with the approval of the Highway Superintendent and Police Chief, kindly approve the request for Southgate Plaza to hold their annual Halloween Parade on Sunday October 25, 2015.

Please note that this is contingent upon a signed Non-Exclusive Facilities Usage Permit & License Agreement as well as proper insurance as outlined in Section 12 of the agreement. These documents must be turned into the Recreation office a minimum of ten business days prior to the event.

Respectfully Submitted,

John J. Fenz, ESQ Lauren J. Masset
Town Attorney Youth Service Coordinator



September 8, 2015

West Seneca Town Hall
Sheila M. Meegan
1250 Union Road
West Seneca, New York 14224

Dear Ms Meegan,

The Town of West Seneca's Town Halloween Parade is scheduled for Sunday, October 25, 2015. The parade route has been confirmed with the Highway Department and will be the same as last year. The parade will assemble behind Town Hall at 11:30am and the procession will leave from there at noon. The parade will march down legion drive and exit right onto Union Road.

We will need two full lanes closed down on Union Road to accommodate the volume of families marching in the parade along with the marching bands that are in the parade. Once we march down Union Road, we will take a right onto Seneca Street and enter the Southgate Plaza at Hunt Real Estate. The whole parade from beginning to end should take approximately 30-40 minutes. The Highway Department handled all of the permit regulations.

Last year, the West Seneca Police led the parade with the police escort and helped putting officers at the signals and intersections to help with directing traffic and help get the parade safely into Southgate Plaza. The West Seneca Highway was also a huge help in putting up the cones on Union Road and Seneca Street to direct the traffic and parade as well.

Please let me know how you would like to proceed for the Town of West Seneca Halloween Parade on Sunday, October 25th, 2015.

Sincerely,

SOUTHGATE ASSOCIATES, LLC.

A handwritten signature in black ink, appearing to read "Amanda", written over a horizontal line.

Amanda M. Brown
Administrative Assistant

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SCHEDULE & EVENT DETAILS

TOWN OF WEST SENECA HALLOWEEN PARADE 10/25/15

- 11:30am Line up begins behind West Seneca Town Hall
- Firetruck
 - Mounted Police
 - WSW Band
 - Kids Group 1
 - Akron HS
 - Kids Group 2
 - WS Town Band
 - Kids Group 3
 - Firetruck
- 12:00pm Parade leaves town hall and we will march down legion drive and make a right onto Union Rd
- 12:30pm We will make a right onto Seneca Street and enter Southgate Plaza at Hunt Real Estate
- 1-1:30pm Southgate & Deca students will pass out cider and donuts and a drawing will take place at Southgate Plaza for prize giveaways