



AURORA TOWN HALL TOURS

BOOKING INFORMATION

The Town of Aurora is pleased to provide tours of the Town Hall for all residents and visitors of Aurora, including schools and youth groups. Tours of the Aurora Town Hall are available for booking Monday to Friday, 8 a.m. to 5 p.m., and on Tuesday evenings at 6 p.m. coinciding with Council or General Committee meetings.

Tours must be booked a **minimum** of two weeks in advance to ensure staff and facility availability, and to allow coordination of schedules. To book your tour, please fill out the **Aurora Town Hall Tours Booking Request Form** and submit the form as per the instructions at the bottom of the form.

The duration of the tour usually falls within 1 to 1 ½ hours. Each tour begins in the Aurora Council Chambers with a general introduction and brief information session pertaining to municipal government. The tour then leads through various key departments within the Aurora Town Hall. The general theme of the tour is “Creating a Town from the Ground up”, with a focus on the many different services and responsibilities conducted within each department and the correlation between staff, council and residents. The tour concludes with a visit with the Mayor for a question and answer period which includes an opportunity to have a group photo taken with the Mayor, so don’t forget to bring your cameras!

Please note: the visit with the Mayor is dependent upon his schedule and availability. If the Mayor is unavailable, you will be advised and arrangements can be made for a visit with alternate senior staff and/or members of Council, or to have your tour rescheduled.

If you should have any questions pertaining to tours, please don’t hesitate to contact customer service at ceastwood@aurora.ca or call 905-727-1375.

AURORA TOWN HALL TOURS

BOOKING REQUEST FORM

YOUR CONTACT INFORMATION

Name: _____

Email: _____

Phone(s): Home: _____ Work: _____

Cell: _____

Name of school or group: _____

Number of attendees: _____

Approximate age range: _____

PROPOSED TOUR DATE AND TIME

Date: _____

Time: _____

(If the date and/or time you have requested is unavailable we will contact you)

Do you have any special requirements? Yes / No
If so, what can we do to help?

Please submit this via email or fax to:

Customer Service Reception

Phone: 905-727-1375

Fax: 905-726-4732

E-mail: ceastwood@aurora.ca

Or deliver your application to:

Town of Aurora

100 John West Way

Aurora ON L4G 6J1

Attn: Customer Service