

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Melinda Avellino
Date: March 10, 2023
Re: Request for amendment to FoPR Earth Day Special Event Permit

The Friends of Pound Ridge have asked that their Special Event Permit for the April 22 Earth Day festival, which was approved at the March 7 meeting, be amended to include yoga classes at the Village Green. Please see the attached memo for details regarding the proposed activity.

Erin Trostle

From: melindaavellino@verizon.net
Sent: Friday, March 10, 2023 10:44 AM
To: Erin Trostle
Cc: Christopher Boey
Subject: Amendment to the Earth Day Everyday Festival Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Erin,

We would like to add an amendment to the Earth Day Everyday Festival application to have use of the Village Green from 11AM-3PM on April 22, 2023 and rain date for April 23, 2023.

We would like to have 1-3 1-hour yoga classes being taught in the Village Green during the festival between 11AM-3PM. The classes would be limited to about 10 people and an instructor. They will just be using yoga mats and be barefoot. There will be not be anything like tents, tables, or chairs or signage put on the lawn. If there is a table and chairs, it will be on the patio area. And signage would be table top or any lawn sign would be out by the sidewalk area.

Please let me know if we can be added to the March 14th Town Board agenda to get approval.

I greatly appreciate your help with this.

Thanks,
Melinda

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Bernie Cassidy, Deb Benjamin
Date: March 29, 2023
Re: Special event permit application for Pound Ridge Garden Club plant sale

The Pound Ridge Garden Club has submitted a special event permit application to hold a plant sale at the Village Green on Friday and Saturday, May 12 and 13, 2023, with a rain date of May 14, 2023.

The Police Department has no concerns regarding the proposed event. The Building Inspector would need to inspect any tents larger than 10'x10'. The Maintenance Supervisor has pointed out that there is no public water supply at the Village Green; he suggested that the Garden Club seek permission from Breads 'n' Bakes to use their external water supply.

SPECIAL EVENT PERMIT APPLICATION SUMMARY – 2023 Garden Club plant sale

APPROVAL	DEPARTMENT/ ORGANIZATION	CONDITIONS/COMMENTS	TOWN RESOURCES NEEDED	COST TO TOWN
Conditional	Building Department	<ul style="list-style-type: none"> Any tents larger than 10'x10' must be inspected prior to the event. 	N/A	N/A
Approved	Maintenance Department	<ul style="list-style-type: none"> Please note that there is no public water supply at the Village Green. The applicant may want to seek permission from Breads 'n' Bakes for use of their external water supply. 	N/A	N/A
Approved	Police Department	N/A	N/A	N/A
Approved	Town Clerk	N/A	N/A	N/A



SPECIAL EVENT PERMIT APPLICATION

Pursuant to Section 91 of the Town Code, a Special Event Permit is required for any sale, festival, or other special event that is conducted on Town property; that exceeds the building envelopes in the Business District; or that significantly impacts available public parking, vehicular or pedestrian traffic, or access to public roads.

However, please note that events in the Town Park or at Conant Hall consistent with the designated purpose of those facilities require only a Recreation Department activity permit or a rental agreement, respectively.

Special Event Permit applications and supporting materials must be submitted to the Town Clerk a minimum of sixty days before the event. After reviewing the application, the Town Clerk presents it to the Town Board for approval, which may be subject to conditions that must be met before a permit can be issued. A permit must be issued before the start of the event.

Please direct questions to the Town Clerk (townclerk@townofpoundridge.com; 914-764-5549).

INSTRUCTIONS FOR APPLICANTS

1. Complete as much of the **Special Event Permit Application** form as you can. There may be some details that will not be available when you submit your application.
2. Prepare a **Site Plan**. You may choose to include parking and traffic information on the site plan or to provide a separate **Traffic/Parking Plan**.
3. Complete the **Weather Plan**.
4. If your event will include vendors, complete the **Vendor List** form. If you don't have complete information on all vendors, provide the information you do have.
5. Send the application and other documents to departmental and other reviewers, along with the **Special Event Application Review** form. The form lists town departments and others who may need to review your application. If you aren't sure who should review your application, please call or email the Town Clerk. Reviewers can return the completed forms to you or send them directly to the Town Clerk.
6. Submit your application and supporting documents to the Town Clerk.
7. Attend the Town Board meeting when your application is being considered.

8. If the application is approved, you will receive an application approval form that will list any conditions that need to be met before the permit can be issued.
9. If approval is conditional, provide documentations that the conditions have been met in order to receive a permit.

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant name:	Pound Ridge Garden Club
Applicant type:	nonprofit
Address:	Pound Ridge
Mailing address:	PO Box 136, Pound Ridge, NY 10576
Phone number:	646-228-5033
Email address:	Poundridgegardenclub@gmail.com

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. **If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.** Identify all locations where event activity will take place, including parking.

Event name:	Pound Ridge Garden Club Plant Sale fund raiser
Event type:	Plant Sale
Description:	Sell various plants such as hanging baskets, planters, potted plants to the public as a fund raiser for our community efforts. We would like to host the event at the Village Green at 77 Westchester Ave in Scotts Corner
Purpose:	Fund raiser for the garden club

(adopted 04.12.2022)

Event date:	May 12 th and 13 th	Alternate date:	May 14 th
Event start time:	10 am	Event end time:	10 am
Setup start time:	May 11 th afternoon	Setup end time:	9 am
Takedown start:	5 pm – May 13 th	Takedown end:	5 pm
Location(s):	Village Green, 77 Westchester Ave, Pound Ridge		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking location(s):	PUBLIC PARKING		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Road closure(s) requested:	No		
Closure times requested:			
Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the **Vendor/License Information Form**. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?

Yes No Number, if any

Will any food or beverages be served without charge in conjunction with the event?

Yes No

Will the event include non-food vendors?

Yes No Number, if any

Will the event include alcoholic beverage vendors?

Yes No Number, if any

Will any alcohol be served without charge in conjunction with the event?

Yes No

Will the event include gambling of any kind?

Yes No

CONTACTS

Primary contact name:	Bernie Cassidy		
Cell phone number:	646-228-5033	Email address:	berniecassidy@yahoo.com
Event day contact name:	Bernie Cassidy		
Cell phone number:	646-228-5033	Email address:	berniecassidy@yahoo.com
Weather contact name:	Bernie Cassidy		
Cell phone number:	646-228-5033	Email address:	berniecassidy@yahoo.com

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance:	Flow of people during the event – 20 estimated		
Describe crowd control plan:	Multiple club members to assist the public		
Describe perimeter control plan:	No control plan since free to public		
Emergency services be present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will event be ADA compliant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

VOLUNTEERS

Indicate number of volunteers:	16
Describe role(s) of volunteers:	Assist public in selecting and purchasing plants

SANITATION/GARBAGE

Portable toilets provided?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, how many?		
Garbage/recycling bins provided?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Describe garbage/recycling plan:	The club will remove refuse from our plants and remove for recycling or disposal.	

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, will there be amplified music?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STRUCTURES/SAFETY

Tents or canopies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	We plan to bring a couple of canopies for shade and weather concerns	
Stage or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

(adopted 04.12.2022)

UTILITIES

Water access needed?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please describe:	We will need to water the plants during the event.			
Electricity needed?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, please describe:				
WiFi access needed?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, indicate number of users:				

PROMOTION

Banner permission requested?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If so, indicate location and dates:				
Other signage?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, please describe:	We will bring a Garden Club sandwich board for use during the event			

TOWN RESOURCES

Town bus needed?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If so, please indicate time period:				
Barricades or cones needed?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If so, please specify:				
Other town-owned property needed?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If so, please specify:				

OUTSIDE RESOURCES

Outside bus transportation?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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(adopted 04.12.2022)

If so, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please describe:		
Other outside resources?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please describe:		

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

				MAPS/PLANS
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Event map (may incorporate parking/traffic plan)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Parking/traffic plan (may be separate from event map)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Weather plan
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Vendor List (and applicable licenses or permits)
				REVIEW FORMS
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Police Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Highway Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Maintenance Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Building Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Recreation Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Fire Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	EMS review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Other review form
				LEGAL DOCUMENTS
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	insurance certificate(s)

(adopted 04.12.2022)

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Indemnity agreement(s)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Permits/Licenses (other than for vendors)
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	OTHER (specify):

DEPOSITS/FEEES

Damage deposit paid (indicate amount):			
Waiver requested:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Application fee paid (indicate amount):			
Waiver requested:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

ENDORSEMENT

I certify that I have reviewed all application materials and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board before a permit can be issued; and furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

	February 5, 2023
(signature)	(date)
Bernard J Cassidy	
(printed name)	



CERTIFICATE OF LIABILITY INSURANCE

POUND-1

OP ID: DC

DATE (MM/DD/YYYY)

05/06/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FDS Agency, Inc. 800 Westchester Avenue Rye Brook, NY 10573	CONTACT NAME: PHONE (A/C, No, Ext): 914-694-1919		FAX (A/C, No): 914-733-3600	
	E-MAIL ADDRESS:			
INSURED Pound Ridge Garden Club PO Box 136 Pound Ridge, NY 10576	INSURER(S) AFFORDING COVERAGE		NAIC #	
	INSURER A: The Travelers Ind Co of CT		25682	
	INSURER B:			
	INSURER C:			
	INSURER D:			
	INSURER E:			
INSURER F:				

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

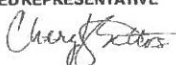
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		I-660-315R5856TCT22	03/20/2022	03/20/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance for Meetings Held at Pound Ridge Garden Club. Liability insurance includes liquor liability for incidental serving of wine during meetings

CERTIFICATE HOLDER**CANCELLATION**

Pound Ridge Garden Club c/o Anne Campbell Lyman PO Box 136 Pound Ridge, NY 10576	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Tanja Vogel, James Best, Terri Pike, Karen McInerney
Date: March 29, 2023
Re: Special event permit application for Proud Day(s); date change for Bake Off

The Pound Ridge Partnership has submitted a special event permit application for Proud Day(s), tentatively scheduled for June 3-4, 2023.

Proposed activities for June 3 include the Color Run (in coordination with the HRAC), kids' games, community group booths, an awards ceremony, and the Battle of the Bands. There is no rain date for the June 3 activities.

The beautification component of the event would take place separately, on June 4, with a June 11 rain date.

Please note that the Town Board previously approved a special event permit for the Bake Off as a stand-alone event to be held on May 6, a week before the ribbon cutting at the Village Green. Due to concerns about damage to the sod, the Partnership is now asking that the Bake Off be rescheduled for June 3, in combination with Proud Day(s).

SPECIAL EVENT PERMIT APPLICATION SUMMARY – 2023 Proud Day(s)

APPROVAL	DEPARTMENT/ ORGANIZATION	CONDITIONS/COMMENTS	TOWN RESOURCES NEEDED	COST TO TOWN
Conditional	Police Department	<ul style="list-style-type: none"> • No rain date for Color Run 	<ul style="list-style-type: none"> • 5 police officers and one supervisor for Color Run (8:00 am to 4:00 pm) 	\$2,323.36 (budgeted item)
Conditional	Building Department	<ul style="list-style-type: none"> • Stages, tents larger than 10'x10' and any other structures, as well as any extension cords, must be inspected prior to event. 	N/A	N/A
Conditional	Town Clerk	<ul style="list-style-type: none"> • Applicant is responsible for obtaining insurance coverage naming Town of Pound Ridge as an additional insured. • Applicant will ensure that any food or beverage vendors or servers have obtained any required permits or licenses. • Applicant will obtain permission from property owners where event activities will occur. 	N/A	N/A
Conditional	Maintenance Department	<ul style="list-style-type: none"> • Applicant will be responsible for garbage. 	N/A	N/A
Conditional	Recreation Department	<ul style="list-style-type: none"> • If Town Board approves use of bus, applicant should pay bus driver. 	N/A	N/A



SPECIAL EVENT APPLICATION REVIEW

EVENT: BAKE OFF PRONO DAY, DATE: 5/6 & 5/7 2023
FUN RUN

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE: [Signature] NAME: JAMES H. PERAY

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
 APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

PERMITS REQUIRED FOR ALL TENTS AND STAGES GREATER THAN
100 # AND SAFETY INSPECTIONS REQUIRED FOR ALL EXTENSION
CORDS.

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: \$ _____
EQUIPMENT NEEDED: _____	EQUIPMENT COST: \$ _____
OTHER COST ITEMS: _____	OTHER COST: \$ _____
	TOTAL COST: \$ _____

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



SPECIAL EVENT APPLICATION REVIEW

EVENT: Color Run/Proud Day/Beautification DATE: 6/3/23, 6/4/23 with 6/11/23 raindate

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE: *Thomas D. Mulcahy* NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
- MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
- HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
- APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

Contacted Terri Pike in regards to staffing and scheduling of a rain date for events on 6/3/23 due to scope of the
Events – events of 6/3 are rain or shine. The Beautification event on 6/4 can continue with 6/11 rain date due
To additional staffing not needed. Color Run follows last year’s format so PD will coordinate with Highway for
Necessary barriers and cones. Request was placed with Westchester County for assistance during 5K from
Emergency Force personnel. Police Department staffing will be at same level as last year and as reflected in
2023 budget. Tour for Police Personnel- 0800 x 1600 (8 hrs)

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: <u>1 supervisor & 5 officers</u>	STAFFING COST: <u>\$2,323.36</u>
EQUIPMENT NEEDED: _____	EQUIPMENT COST: <u>\$</u>
OTHER COST ITEMS: _____	OTHER COST: <u>\$</u>
	TOTAL COST: <u>\$2,323.36</u>

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).

5K COLOR RUN

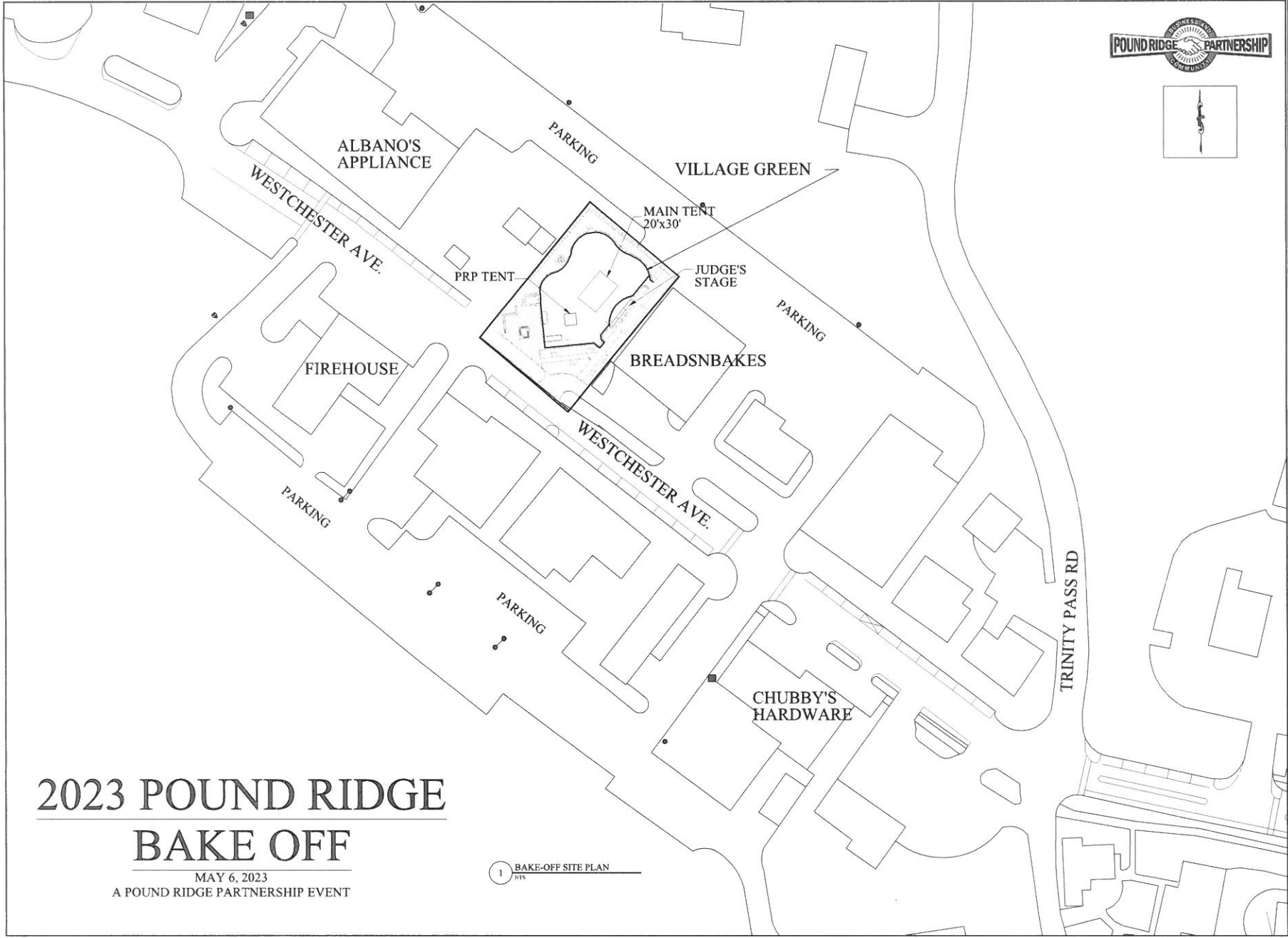
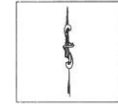
Start: PRES Finish: Market @ PR Square
 distance: 3.2 miles



5K Run - Yellow

5K WALK - ~~Red~~ - after Town Park on Walking trail

> All walkers/Run going to Left on Roadway



2023 POUND RIDGE BAKE OFF

MAY 6, 2023
A POUND RIDGE PARTNERSHIP EVENT

1 BAKE-OFF SITE PLAN
SIS

JAMES T. BEST ARCHITECT + ASSOCIATES
P.O. BOX 240
POUND RIDGE, NEW YORK 10576
TEL: 914-880-1100 FAX: 914-764-8800
TAMM
www.jamesbestarchitect.com

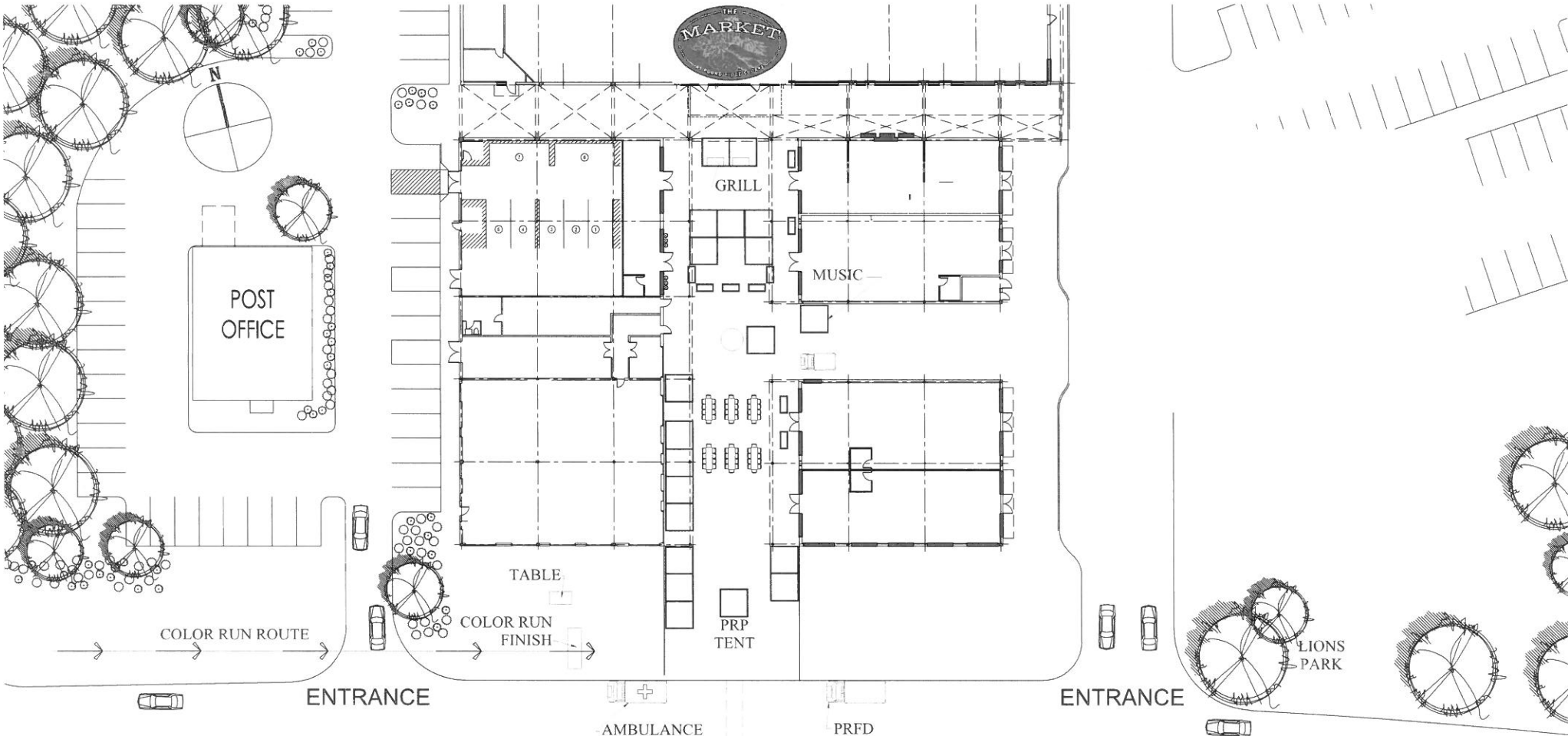
PROJECT
POUND RIDGE BAKE OFF
POUND RIDGE PARTNERSHIP
TOWN GREEN
77 WESTCHESTER AVENUE
POUND RIDGE, NY 10576

DRAWN BY	DATE
NAME: JTB	07/2023
REVISIONS	DATE
NAME	DATE

DRAWING TITLE
POUND RIDGE PARTNERSHIP
BAKE OFF SITE PLAN

SHEET NO.

SP-1



KIDS GAMES
TUG OF WAR

BATTLE OF THE BANDS

MINI GOLF

PORTA-JOHN

LIL BEANS

SITE PLAN

PROUD DAY 2023





SPECIAL EVENT PERMIT APPLICATION

Pursuant to Section 91 of the Town Code, a Special Event Permit is required for any sale, festival, or other special event that is conducted on Town property; that exceeds the building envelopes in the Business District; or that significantly impacts available public parking, vehicular or pedestrian traffic, or access to public roads.

However, please note that events in the Town Park or at Conant Hall consistent with the designated purpose of those facilities require only a Recreation Department activity permit or a rental agreement, respectively.

Special Event Permit applications and supporting materials must be submitted to the Town Clerk a minimum of sixty days before the event. After reviewing the application, the Town Clerk presents it to the Town Board for approval, which may be subject to conditions that must be met before a permit can be issued. A permit must be issued before the start of the event.

Please direct questions to the Town Clerk (townclerk@townofpoundridge.com; 914-764-5549).

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6. Submit your application and supporting documents to the Town Clerk.
7. Attend the Town Board meeting when your application is being considered.

8. If the application is approved, you will receive an application approval form that will list any conditions that need to be met before the permit can be issued.
9. If approval is conditional, provide documentations that the conditions have been met in order to receive a permit.

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant name:	Pound Ridge Partnership
Address:	PR Partnership Event: Pound Ridge Proud Day
Mailing address:	Pound Ridge Partnership, P.O. Box 402, Pound Ridge, NY 10576
Phone number:	914-715-4107
Email address:	terripike@poundridgepartnership.org

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. **If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.** Identify all locations where event activity will take place, including parking.

Event name: Pound Ridge Proud Day

Description: Proud Day has become a traditional Pound Ridge festival intended to increase civic pride through activities that encourage collaboration through volunteerism through its tenets of Beautification, Education and Community. Activities include Beautification Projects, 5K Color Run, Kids Games, Community Group Booths, Awards Ceremony and Battle of the Bands. The addition of the Color Run, in conjunction with the Pound Ridge Human Rights Action Committee, brings the LGBTQ awareness for Pride Month.

(adopted 04.12.2022)

In 2023 we are proposing a 2-day format, June 3rd and 4th, with Beautification Projects happening on the second day. Doing so allows for Runners in the Color Run on Saturday to refresh and be able to volunteer for Beautification on Sunday. It also allows for more time for Beautification, as we have added more parts to Proud Day, the Beautification became rushed.

no alternate date for Color Run

Event date(s): Color Run, Kids Games, Booths Beautification Projects	Sat. 6/3 Sun. 6/4	Alternate date:	Sat. 6/10/2023 Sun. 6/11
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6/3 Event start time: Color Run Kids' Games, Booths,Awards Battle of the Bands 6/4 Event start time: Beautification	9:00 AM 12:00 PM 2:00 PM 10:00AM	6/3 Event end time: Color Run Kids' Games, Booths Battle of the Bands 6/4 Event end time: Beautification	10:00 AM 2:00 4:00 PM 12:00 PM
6/3 Setup start time: Color Run Kids' Games, Booths 6/4 Setup start time: Beautification	8:00 AM 11:00 AM 8:30 AM	6/3 Setup end time: Color Run Kids' Games, Booths 6/4 Setup end time: Beautification	9:00 AM 11:45 AM
6/3Takedown start: Color Run Kid' Games, Booths Battle of Bands 6/4 Takedown start Beautification	10:30 AM 2:30 PM 4:30 PM 12:30 PM	6/3 Takedown end: Cleanup, Battle of Bands 6/4 Takedown end Beautification	5:30PM 1:00 PM

Location(s): PRES, Town Park, Business District (see attachment for specifics)

On private property? Yes No

Parking location(s): Color Run parking at Town Park, other events in Business District

On private property? Yes No

Road closure(s) requested: Yes, for Color Run

Closure times requested: See schedule attached

Admission fee? Yes No

Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Registration Fee	Yes for Color Run	

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the **Vendor/License Information Form**. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
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Will any food or beverages be served without charge in conjunction with the event?

<input checked="" type="checkbox"/> Yes refreshments for runners	<input type="checkbox"/> No
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Will the event include non-food vendors?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Number, if any 10 or fewer community group booths
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Will the event include alcoholic beverage vendors?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Number, if any
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Will any alcohol be served without charge in conjunction with the event?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Will the event include gambling of any kind?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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CONTACTS

Primary contact name:	Terri Pike		
Cell phone number:	(914)715-4107	Email address:	terripike@poundridgepartnership.org

(adopted 04.12.2022)



Event day contact name:	James Best Terri Pike Co-chairs		
Cell phone number:	(914)391-8182 James (914)715-4107 Terri	Email address:	jbest@poundridgepartnership.org terripike@poundridgepartnership.org

Weather contact name:	James Best		
Cell phone number:	(914)391-8182	Email address:	jbest@poundridgepartnership.org

LOGISTICS

CROWD MANAGEMENT				
Anticipated attendance:	Approximately 100			
Describe crowd control plan:				
Describe perimeter control plan:	Will coordinate with PR police for Westchester Ave presence			
Emergency services be present?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No PR Ambulance presence
Will event be ADA compliant?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

VOLUNTEERS	
Indicate number of volunteers:	Approx. ; 10 PRP Junior Board
Describe role(s) of volunteers:	<ul style="list-style-type: none"> ➤ Set-up: tent, tables , refreshments for Color Run participants, Communication Coordinator, Photography, <p>For Battle of the Bands: Set up stage and microphones</p>

SANITATION/GARBAGE

Portable toilets provided?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, how many?	1			
Garbage/recycling bins provided?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No PRP has 2 garbage bins; Westchester Ave street garbage & recycle bins
Describe garbage/recycling plan:	PR Sanitation/ Maintenance <i>Applicant will manage garbage removal.</i>			

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If so, will there be amplified music?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will there be light impacts?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Have neighbors been notified?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

STRUCTURES/SAFETY

Tents or canopies?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please describe:	10' x 10' Pop-up Tent at Pound Ridge Square			
Stage or other structures?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please describe:	2 open air stages			
Fireworks or open flame?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, please describe:				

UTILITIES

Water access needed?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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(adopted 04.12.2022)

If yes, please describe:			
Electricity needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please describe:	Already exists – PR Electrical, panel or lights		
WiFi access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If yes, indicate number of users:			

PROMOTION

Banner permission requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, indicate location and dates:	Across Westchester Ave. Business District. 2 weeks in advance and day after		
Other signage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, please describe:	Lawn signs distributed throughout participating towns (Bedford & Katonah) June 12, 2023, take down all signage. June 11, 2023 Rain Date		

TOWN RESOURCES

Town bus needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, please indicate time period:	8:00 AM -12 :00 PM for Color Run		
Barricades or cones needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, please specify:	For runners as needed for safety		
Other town-owned property needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, please specify:	PRES for start of race. Communicating with Stephanie Bell, BCSD for permission		

OUTSIDE RESOURCES

Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
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(adopted 04.12.2022)

If so, please describe:			
Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If so, please describe:			
Other outside resources?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, please describe:	Race Timer Company		

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

				MAPS/PLANS
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Event map (may incorporate parking/traffic plan)
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Parking/traffic plan (may be separate from event map)
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Weather plan; rain date: June 10, 11
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Vendor List (and applicable licenses or permits)
				REVIEW FORMS
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Police Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Highway Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Maintenance Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Building Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Recreation Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Fire Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	EMS review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other review form
				LEGAL DOCUMENTS
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Insurance certificate(s) PR Partnership provided

(adopted 04.12.2022)

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Indemnity agreement(s)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Permits/Licenses (other than for vendors)
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	OTHER (specify):

DEPOSITS/FEES

Damage deposit paid (indicate amount):			
Waiver requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Application fee paid (indicate amount):	Check with Erin		
Waiver requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

ENDORSEMENT

I certify that I have reviewed all application materials and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board before a permit can be issued; and furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

<i>Terriann Y. Pike</i>	February 26, 2023
(signature)	(date)
Terriann Y. Pike	
(printed name)	

Memo

To: Town Board
From: Drifa Segal
Date: 3/30/2023
Re: REFUND

Please authorize the Finance Director to refund the following overpayment on the the 2022-23 School bill. See attached claim forms and documentation.

Overpayment refund:

9459-7.1 340 Lukes Wood Rd to Corelogic \$35.59

Ledger

Bill No: 2022 02 1129 District: 554600 Parcel ID: 9459-7.1- Bank Code:
 Owner: VILLA JOSE ANTONIO Location: 340 LUKES WOOD RD
 SAHAGUIAN JULIA Acct No: 12

View: Penalty Date:

Inst	Due Date	Purpose Desc	Type	Trans Date	Amount N	
1	09/30/2022	BEDFORD CENTRAL	CHG	08/25/2022	1,529.14	Adj
1	09/30/2022	BEDFORD CENTRAL	PAYMT	09/28/2022	-1,529.14	Adj
2	01/31/2023	BEDFORD CENTRAL	CHG	08/25/2022	1,529.13	Adj
2	01/31/2023	BEDFORD CENTRAL	PAYMT	03/17/2023	-1,529.13	Adj
2	01/31/2023	PENALTY	CHG	03/17/2023	152.91	Adj
2	01/31/2023	PENALTY	PAYMT	03/17/2023	-152.91	Adj
2	01/31/2023	OVRPY	PAYMT	03/17/2023	-35.59	Adj
						Adj
						Adj
						Adj
						Adj
						Adj

Batch No:	M031723A
Rec/Ref No:	171141
Check/Ref No:	411663003
Post Tr No:	328283
Post Tr Seq:	2
Due Date Tot:	-35.59
Inst Total:	-35.59
Trans No:	264590
Trans Seq:	1

Bill Total: -35.59

Sort By: Suppress Zero Balance Due Dates Search

1529.13
 + 152.91

 1,682.04 AMOUNT DUE

Trans Date: 03/17/2023 Penalty Date: 03/17/2023 Batch No: M031723A Pay Mode: Online
 Trans No: 264590 Group By: Quick Entry

Add Bill(s) to Pay Default Add Bills to Pay Receipt Form Reverse

Batch Total: 1,717.63

Year	Seq	Bill No	Inst	ST	Principal	Fees	Penalty	Total	N	R	Action
2022	02	1129	2	A	1,564.72	0.00	152.91	1,717.63	N		

Owner Name: VILLA JOSE ANTONIO Acct No: 12
 Location: 340 LUKES WOOD RD ID: 9459-71-
 Payor Name: CORELOGIC Total Due/Pd: 1,717.63
 Address: Clear Ngte Total Rcvd: 1,717.63 Pay Type: CHECK
 Reference: Difference: 0.00 Check/Ref No: 411663003
 Receipt Printer: GR Amount: 0.00 Receipt No: 171141
 Entered By: DSEGAL 03/17/2023 Action: Select

Enter value for Trans Date
 Record: 1/1 <OSC> <DBG>

1,682.04 : Amount due
 1,717.63 : Amount Corelogic paid
 35.59 : REFUND TO Corelogic

Town of Pound Ridge



To: Town Board

From: Jonah Maddock

Date: March 29, 2023

Re: Request to bid for a town Plumber

I respectfully request to go out to bid for a town plumber. Our last go around netted no responses at the close date of the bid process.

Respectfully submitted

Jonah Maddock
Head of Maintenance



To: Supervisor Kevin Hansan

From: Ellen Grogan,
Conservation Board Chair

CC: Nicole Engel
John Cosetti

Re: Arbor Day Foundation Proclamation

Date: March 14, 2023

In order to retain our status as an Arbor Day Foundation Tree City, Pound Ridge must issue a signed proclamation by Supervisor Hansan stating that the town recognizes and will celebrate Arbor Day – Friday, April 28 this year. We are requesting that you include a notice of the proclamation at a Town Board meeting in April. The proclamation suggested by the Arbor Day Foundation is attached.

The Conservation Board will celebrate Arbor Day by giving away 75 sapling trees at The Market on Saturday, April 29 from 11:30 to 2 pm. We will include information about the proclamation with our media outreach and other publicity for this event.

Thank you.

Arbor Day Proclamation

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Therefore, I do hereby proclaim Friday, April 28, 2023 as ARBOR DAY in the Town of Pound Ridge,

And I urge all citizens to celebrate Arbor Day in the future and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well being of this and future generations.

Kevin Hansan, Supervisor, Town of Pound Ridge

Date: _____