



## SPECIAL EVENT PERMIT APPLICATION

### Instructions for Applicants

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. If you would like to hold an event that meets any of these conditions, you need to apply for a Special Event Permit. (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 circulating the application to various department heads and compiling their feedback, 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](mailto:townclerk@townofpoundridge.com); 914-764-5549).

#### Instructions

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. Submit your application and any supporting documents to the Town Clerk.
3. Attend the Town Board meeting when your application will be considered.
4. If the application is approved, you may still need to satisfy certain conditions for a permit to be issued or for your permit to be valid. Make sure you meet any conditions that are specified.
5. Make sure you have received a permit prior to your event.



## SPECIAL EVENT PERMIT APPLICATION

### 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:  |  |
| Applicant Type:  |  |
| Address:         |  |
| Mailing Address: |  |
| Phone Number:    |  |
| Email Address:   |  |

### 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:  |  |
| Event Type:  |  |
| Description: |  |
| Purpose:     |  |

|                   |  |                 |  |
|-------------------|--|-----------------|--|
| Event Date:       |  | Alternate Date: |  |
| Event Start Time: |  | Event End Time: |  |
| Setup Start Time: |  | Setup End Time: |  |
| Takedown Start:   |  | Takedown End:   |  |

|                      |                              |                             |  |
|----------------------|------------------------------|-----------------------------|--|
| Location(s):         |                              |                             |  |
| On private property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| Parking location(s): |                              |                             |  |
| On private property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |

|                            |  |
|----------------------------|--|
| Road closure(s) requested: |  |
| Closure times requested:   |  |

|                |                              |                             |
|----------------|------------------------------|-----------------------------|
| Admission fee? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Parking fee?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

|                         |
|-------------------------|
| <b>VENDORS/LICENSES</b> |
|-------------------------|

|  |                             |                 |
|--|-----------------------------|-----------------|
| Will the event include food and/or beverage vendors?                               |                             |                 |
| <input type="checkbox"/> Yes   | <input type="checkbox"/> No | Number, if any: |
| Will any food or beverages be served without charge in conjunction with the event? |                             |                 |
| <input type="checkbox"/> Yes   | <input type="checkbox"/> No |                 |
| Will the event include non-food vendors?   |                             |                 |
| <input type="checkbox"/> Yes   | <input type="checkbox"/> No | Number, if any: |
| Will the event include alcoholic beverage vendors?                                 |                             |                 |
| <input type="checkbox"/> Yes   | <input type="checkbox"/> No | Number, if any: |
| Will any alcohol be served without charge in conjunction with the event?           |                             |                 |
| <input type="checkbox"/> Yes   | <input type="checkbox"/> No |                 |
| Will the event include gambling of any kind?                                       |                             |                 |
| <input type="checkbox"/> Yes   | <input type="checkbox"/> No |                 |

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

## CONTACTS

|                         |  |                |  |
|-------------------------|--|----------------|--|
| Primary Contact Name:   |  |                |  |
| Cell Phone Number:      |  | Email Address: |  |
| Event Day Contact Name: |  |                |  |
| Cell Phone Number:      |  | Email Address: |  |
| Weather Contact Name:   |  |                |  |
| Cell Phone Number:      |  | Email Address: |  |

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the organizer to communicate postponements and cancellations to the public.

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

|  |
|--|
|  |
|--|

## LOGISTICS

|                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| <b>CROWD MANAGEMENT</b>          |                              |                             |
| Anticipated attendance:          |                              |                             |
| Describe crowd control plan:     |                              |                             |
| Describe perimeter control plan: |                              |                             |
| Emergency services present?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will event be ADA compliant?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

|                                 |  |
|---------------------------------|--|
| <b>VOLUNTEERS</b>               |  |
| Indicate number of volunteers:  |  |
| Describe role(s) of volunteers: |  |

| <b>SANITATION/GARBAGE</b>        |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| Portable toilets provided:       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If so, how many?                 |                              |                             |
| Garbage/recycling bins provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Describe garbage/recycling plan: |                              |                             |

| <b>NEIGHBORHOOD IMPACT/NOTIFICATION</b> |                              |                             |
|---|------------------------------|-----------------------------|
| Will there be noise impacts?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be amplified music?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be light impacts?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have neighbors been notified?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| <b>STRUCTURES/SAFETY</b>   |                              |                             |
|----------------------------|------------------------------|-----------------------------|
| Tents or canopies?         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please describe:   |                              |                             |
| Stage or other structures? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please describe:   |                              |                             |
| Fireworks or open flame?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please describe:   |                              |                             |

| <b>UTILITIES</b>                    |                              |                             |
|-------------------------------------|------------------------------|-----------------------------|
| Water access needed?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please describe:            |                              |                             |
| Electricity needed?                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please describe:            |                              |                             |
| WiFi access needed?                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please indicate # of users: |                              |                             |

| <b>PROMOTION</b>                            |                              |                             |
|---|------------------------------|-----------------------------|
| Banner permission requested?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please indicate location and dates: |                              |                             |
| Other signage?                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please describe:                    |                              |                             |

| <b>TOWN RESOURCES</b>             |                              |                             |
|-----------------------------------|------------------------------|-----------------------------|
| Town bus needed?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please indicate time:     |                              |                             |
| Barricades or cones needed?       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please specify:           |                              |                             |
| Other town-owned property needed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please specify:           |                              |                             |

| <b>OUTSIDE RESOURCES</b>    |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| Outside bus transportation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please describe:    |                              |                             |
| Outside parking assistance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please describe:    |                              |                             |
| Other outside resources?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please describe:    |                              |                             |

## SUPPORTING DOCUMENTS

### MAPS/PLANS

Event Site Plan

Yes

No

The Event Site Plan should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.

\*PLEASE ATTACH\*

Parking/Traffic Plan

Yes

No

The Parking/Traffic Plan should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.

\* PLEASE ATTACH\*

### LEGAL DOCUMENTS

Insurance Certificate(s)

Yes

No

Indemnity Agreement(s)

Yes

No

Permits/Licenses (other than for vendors)

Yes

No

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

## DEPOSIT/FEEES

Damage Deposit Paid (Indicate Amount):

Waiver Requested:

Yes

No

Application Fee Paid (Indicate Amount):

Waiver Requested:

Yes

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 for a permit to be issued, and to remain valid. Furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

X

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)