

Event Application Instructions

If your organization would like to hold an EVENT in the Town of New Paltz, N.Y. ("Town"), your organization must do the following:

- A. Obtain an application from the Town Clerk's Office, 52 Clearwater Road, New Paltz, N.Y., or download it from the Town's website. **This form is not to be used for parade applications or for event use of parks or facilities located within the Village of New Paltz ("Village").**
- B. Complete and return the application to the Town Clerk at least 45 days prior to the Event date together with a non-refundable \$25 application fee payable to the Town of New Paltz. Please understand there are several steps to be completed before an Event can be approved by the Town Board.
- C. Upon receipt of your Event application, the Town Clerk will forward a copy of your application to the Town highway and Buildings & Grounds Department for facilities review, and to the New Paltz Police Department for a traffic control and safety review. The Police will determine if DPW services will be required. Once approved by the Highway, B&G Department and Police Department, the application must be approved by the Town Board.
- D. Once the Town Board has approved the Event, the Town Clerk will notify your organization of the approval and the fees you are required to pay in order to receive an event permit. To complete the process you must remit payment of your permit fees to the Town Clerk. The cost of the permit can range from \$350 to \$1350 depending on such factors as the event route, date and time, length of your event, number of vehicles/participants, and availability of police and safety personnel.
- E. Before your permit is issued you must also provide a certificate of insurance from your insurance carrier (licensed to do business in the State of New York) naming the Town of New Paltz as an additional insured for comprehensive general liability insurance with a policy affording protection to the limit of not less than \$1,000,000 with respect to bodily injury or death to any one person, to the limit of not less than \$2,000,000 with respect to any one accident, and to the limit of not less than \$1,000,000 with respect to the property of any one owner. If the above referenced fees and insurance certificate are not received by the Town Clerk at least 20 days prior to the Event date, the Town reserves the right, in its sole and absolute discretion, to cancel the Event without notice to the applicant.
- F. Questions regarding these instructions or the Event Application can be directed to the Town Clerk at (845) 255-0100.

Event Request Application

This form is to be used by any organization or group requesting permission to sponsor an "Event" in the Town of New Paltz, N.Y. ("Town"), and must be completed and submitted to the Town Clerk *at least 45 days prior* to the Event date. An Event request may include the use of Town Parks (but shall not include a "Parade" which requires the completion of a separate Parade Request Application). All steps of this application must be completed. The completed application must be delivered to the Town Clerk, 52 Clearwater Road, New Paltz, NY, together with a \$25.00 non-refundable application fee in order to begin processing the application. Please review the Event Application Instructions before completing this application.

Step 1: *(all fields must be completed)*

Organization/Group name and address: _____

Contact Person: _____ Phone #: _____ Email: _____

Date of Event: _____ Rain Date (if any) _____ Start time: _____ End Time: _____

Insurance Carrier: _____

Step 2: *(check ONE event venue only)*

Place an (X) mark indicating your choice of the venue for the Event. If you wish to propose an alternate event venue, check the box provided and fill-in the section marked "Other". A final determination on which Event venue will be permitted will be made by the Town Board. If the Event precedes for follows a parade, a separate Parade Request Application must be completed and submitted to the Town Clerk.

____ Senior Center: (describe proposed use) _____

____ Field of Dreams: (describe proposed use) _____

____ Moriello Pool: (describe proposed use) _____

____ Other: (describe proposed use) _____

Step 3:

Please indicate if your Event may require traffic/safety personnel and/or traffic/safety equipment.

I, _____, certify that the above information is correct, I have read the instructions on the reverse side hereof, I agree to abide by the Town Park Policies, I am authorized to sign this application on behalf of the above-named organization, I understand the applicant shall indemnify and hold the Town and Village of New Paltz harmless from any personal injury, including death, and any property damage arising from the event, including the applicant's use of Town facilities.

Signature: _____ Title: _____ Date: _____

FOR TOWN INTERNAL USE ONLY

Application received by Town Clerk on: _____

Sign-Off #1:

New Paltz Police Department:

Approved _____ Denied _____ Event venue changed to: _____

Reason for change/denial _____

_____ No Police Services Required

_____ Police Services Required. Total Estimated Personnel Hours _____

_____ DPW Services Required. Explain: _____

Notes: _____

Title: _____ Print Name: _____ Signature: _____

Date: _____

TO BE COMPLETED BY NPPD PERSONNEL ONLY IF APPLICABLE:

SUNY Police Dept.: (Print) _____ Sign: _____ Date: _____

NP Rescue Squad: (Print) _____ Sign _____ Date: _____

NP Fire Dept.: (Print) _____ Sign _____ Date: _____

Sign-Off #2:

Highway Department/B&G: Approved _____ Denied _____ Date _____

Reason for denial: _____

Authorized by: _____

Sign-Off #3:

Town Board: Approved _____ Denied _____ Date _____

Reason for denial: _____

Permit issued on: _____

Fees paid: _____

Town Clerk's Signature: _____ Date: _____