

## EVENT APPLICATION INSTRUCTIONS

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

A. Obtain an application from the Town Clerk's Office, 1 Veterans Drive , 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 administrative fee payable to the Town Clerk. Please understand there are several steps to be completed before your 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, Buildings and Grounds Department (HB&G) for facilities review and to the New Paltz Police Department for a traffic control and safety review. Once reviewed by the HB&G Superintendent and approved by the 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 Town permit depends on such factors as the event location, date and time, length of 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 damage 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 in advance of the Event date. An Event request may include use of Town Parks (but shall not include a "Parade" which requires completion of a separate Parade Application Form). All steps of this application must be completed. The completed application must be delivered to the Town Clerk, 1 Veterans Drive, New Paltz, New York, together with a \$25.00 non refundable administrative fee in order to begin processing the application. Please review the Event Application Instructions on the reverse side of 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 a ( X ) mark indicating your choice of the venue for your 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 or follows a parade, a separate Parade Use Application form 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.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**FOR TOWN INTERNAL USE ONLY**

Application Received by Town Clerk on: \_\_\_\_\_

**Sign-Off #1**

New Paltz Police Department: \_\_\_ Approved \_\_\_ Denied \_\_\_ Date: \_\_\_\_\_

Reason for change/denial: \_\_\_\_\_

Total estimated personnel hours: \_\_\_\_\_

Title: \_\_\_\_\_ Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

**TO BE COMPLETED BY NPPD PERSONNEL ONLY IF APPLICABLE:**

SUNY New Paltz Police Dept.: (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ Date \_\_\_\_\_

New Paltz Rescue Squad: (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ Date \_\_\_\_\_

New Paltz Fire Dept.: (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ Date \_\_\_\_\_

**Sign-Off #2**

Buildings & Grounds Dept.: \_\_\_ Approved \_\_\_ Denied \_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

**Sign-Off #3**

Town Board: \_\_\_ Approved \_\_\_ Denied \_\_\_ Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_