

Town Or Village of New Paltz Event Application

Any group or organization planning an event in the Town or Village must complete this application. **If you are having an event on property not owned by the Village or Town, but still considered public, for example: Church Fairs, Library Fair, Block Party, etc. and are therefore not seeking Town and/or Village services for any part of the event,** the Event shall be the responsibility and liability of you and the Group or Organization sponsoring the event that you represent. Please sign the disclaimer below.

DISCLAIMER IF NOT SEEKING ANY SERVICE(S) AND THEREFORE APPROVAL: Our organization is not seeking Town and/or Village approval for the event we are sponsoring on (date)_____ at _____. I, the undersigned, on behalf of the organization_____, acknowledge that I do not seek any support or approval from the Town Police Department, Village Fire Department, Village DPW or the Village and/or Town of New Paltz. I understand and agree that, therefore, I personally and/or my organization indemnifies both the Village and Town of New Paltz for any accident or injury that occurs at this event.

Print Name _____ Date: _____

Signature _____ Title: _____

FOR (Name of organization) _____

Received by Village or Town Clerk _____

EVENT APPLICATION FOR VILLAGE OR TOWN OF NEW PALTZ

1. Any group or organization wishing to sponsor an event in the Town and/or Village of New Paltz (THAT IS NEITHER A PARADE OR A REQUEST FOR PARK USE), but still will need support from the Police Department, Fire Department or the Department of Public Works you must complete this application.
2. For an **event in the Village** submit this completed form to the Village Clerk, 25 Plattekill Avenue.
3. For an **event in the Town** submit this completed form in person to the Town Clerk, 1 Veterans Drive, New Paltz or mail to Town Clerk, PO Box 550, New Paltz, NY 12561.
4. When the Village and/or Town Clerk receives the Event application it will be forwarded to the New Paltz Police department for a safety review and recommendation.
5. Once the Police Department makes its recommendation on safety and estimated fees for the event it will forward the application to the government that is responsible for the location in which the event

will be held for final approval. Either the Village Board or the Town Board will give final approval for the event. Should you request Police, Fire or DPW traffic/safety control the respective board will forward the approved event back to the Police Department. At that time a contract will be provided to you by the Town Clerk.

6. It is the applicant's responsibility to track this form as it proceeds through the application and approval process. (continued on page 2)
7. The New Paltz Police Department reserves the right to amend any portion of the event.

Organization/group name _____

Organization/group legal address _____

Organization/group mailing address if different from legal address _____

Contact Person _____

Address _____

Phone number _____ (must include a the phone number at which you can be reached at the tiem of the event)

email address _____

Alternate Contact Person _____

Address _____

Phone number _____ (must include a the phone number at which you can be reached at the tiem of the event)

email address _____

Event (describe the event being requested, route or location requested)

Number of expected participants _____

Insurance Carrier _____

Certificate of insurance naming both the Town and Village of New Paltz as additional insured for one million dollars. Certificate must be produced 10 days prior to the event or the event will be cancelled.

1. I, _____, certify that the above information is correct, and that I have received, read, and agree with the Village and Town of New Paltz Police Event policies and that I am authorized to sign this application on behalf of the above-named organization. By submission of a

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signed application for park use, the applicant acknowledges that the Town and Village of New Paltz shall be held harmless in the event of injury or accident related to any event where an application has not been received and approved by the Town and/or Village of New Paltz.

Signed: _____ Date: _____

OFFICE USE ONLY:

Application received and forwarded to Police ___

Application Approved by Police _____ by Village or Town Board _____

Signature of Mayor or Supervisor _____ Date _____

Safety needs requested and contract with Town of New Paltz completed ___

Certificate of Insurance received WITH ADDITIONAL INSURED NAMED and on file _____