

**PARADE REQUEST APPLICATION**

This form is to be used by any organization or group requesting permission to sponsor a parade in the Town of New Paltz, N.Y. ("Town"), and must be completed and submitted to the Town Clerk at least 60 days in advance of the parade date. 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 Parade 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 Parade: \_\_\_\_\_ Rain date (if any): \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_  
Insurance Carrier: \_\_\_\_\_

**Step 2: (check ONE parade route only)**

Place a ( X ) mark indicating your parade route choice. If you wish to propose an alternate parade route, check the box provided and fill in the complete route. A final determination on which parade route will be permitted will be made by the Town Board.

**If parade is to be followed by an event at a Village or Town park, a separate Event Use Application must be completed and submitted to either the Village Clerk or Town Clerk.**

- Parade Route One: Beginning in the New Paltz Middle School parking lot, proceed north on S. Manheim Blvd. to Main Street. Proceed west on Main Street to Plattekill Avenue. Proceed south on Plattekill Avenue to the Village of New Paltz Fire Department/Village Hall. If you wish to extend your parade end-point to the entrance to Hasbrouck Park, check here . This does not grant you permission to use Hasbrouck Park. You must submit a separate "Event Use Application" to the Village Clerk.
- Parade Route Two: Beginning on North Manheim Blvd., proceed south to Main Street. Proceed west on Main Street to Plattekill Avenue. Proceed south on Plattekill Avenue to the Village of New Paltz Fire Department/Village Hall. If you wish to extend your parade end-point to the entrance to Hasbrouck Park, check here . This does not grant you permission to use Hasbrouck Park. You must submit a separate "Event Use Application" to the Village Clerk.
- Parade Route Three: Beginning on Plattekill Avenue by the SUNY New Paltz Old Main Circle, proceed north on South Oakwood Terrace to Main Street. Proceed west on Main Street to the alleyway/driveway next to Gourmet Pizza and turn south, proceed through the Plattekill Avenue municipal lot back onto Plattekill Avenue and returning south to the SUNY New Paltz Old Main Circle.
- Parade Route Four: Beginning in the New Paltz Middle School Parking lot, proceed south on S. Manheim Blvd. to Plattekill Avenue turn west to Hasbrouck Ave., turn left at intersection of Plattekill and Hasbrouck Aves. and proceed to Hasbrouck Park. This does not grant you permission to use Hasbrouck Park. You must submit a separate "Event Use Application" to the Village Clerk.
- Alternate Parade Route: \_\_\_\_\_

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 Parade 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 parade, including the applicant's use of the public streets for the parade.

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

## PARADE APPLICATION INSTRUCTIONS

If your organization desires to hold a PARADE 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. **NO parade application forms will be issued or received by the Village of New Paltz ("Village")**. If your organization wishes to use Hasbrouck Park, located in the Village of New Paltz, you must apply separately to the Village Clerk for park use.
- B. Complete and return the application to the Town Clerk at least 60 days prior to the parade date together with a non-refundable \$25 administrative fee payable to the Town Clerk. Please understand there are several steps to be completed before a parade can be approved by the Town Board.
- C. Upon receipt of your parade application the Town Clerk will forward a copy of your application to the Village Clerk for approval of your street usage by the Village Board, and to the New Paltz Police Department for a traffic control and safety review. Once approved by the Village Board and the Police Department the application must be approved by the Town Board.
- D. Once the Town Board has approved the parade, the Town Clerk will notify your organization of the approval and the fees you are required to pay in order to receive a parade permit. To complete the process you must remit payment of your permit fees to the Town Clerk. The cost of the Town permit can range between \$350.00 to \$1350 depending on such factors as the parade route, date and time, length of parade, number of vehicles/participants, and availability of police and safety personnel. You will be required to remit a separate check for \$250 payable to the Village Clerk for parade services that will be rendered by Village 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 Village and Town of New Paltz as additional insureds 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 parade date, the Town reserves the right, in its sole and absolute discretion, to cancel the parade without notice to the applicant.
- F. Questions regarding these instructions or the parade application can be directed to the Town Clerk at 845-255-0100.

**FOR TOWN INTERNAL USE ONLY**

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

**Sign-Off #1**

New Paltz Police Department: \_\_\_ Approved \_\_\_ Denied \_\_\_ Parade route changed to route # \_\_\_ 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**

Village Highway Dept.: \_\_\_ Approved \_\_\_ Denied \_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Village Board: \_\_\_ Approved \_\_\_ Denied \_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Reason for denial: \_\_\_\_\_

**Sign-Off #3**

Town Board: \_\_\_ Approved \_\_\_ Denied \_\_\_ Date: \_\_\_\_\_  
Reason for denial: \_\_\_\_\_

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

**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: \_\_\_\_\_

## 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.

**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: \_\_\_\_\_