

**Final Draft--Parade Request Application**

This form is to be used by any organization/group requesting permission to sponsor a parade in the Village of New Paltz and submitted 60 days in advance of the parade. All steps of this application (except the certificate of additional insured) MUST be completed and a \$25 non refundable administrative fee paid to the Village Clerk, 25 Plattekill Avenue, NewPaltz, N.Y., before being sent to the Town Police for review. After the Police have reviewed/approved the parade, the application will be sent to the Village Clerk for the Village Board's approval. Once approved by the Police and Village Board, your organization will be requested to sign and submit a separate contract with the Town of New Paltz, paying a \$250 deposit, and submitting a certificate of insurance. **At least ten days before the event: the contract, the \$250 deposit and certificate of insurance must be received by the Town Clerk, 1 Veterans' Drive, New Paltz, NY or the Parade will be cancelled.**

Please review the Parade Application Instructions attached to the application.

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

Organization/group name: \_\_\_\_\_ Mailing Address \_\_\_\_\_

Legal Address (if other than mailing address) \_\_\_\_\_

Organization URL: \_\_\_\_\_

Contact person: \_\_\_\_\_ email \_\_\_\_\_

Contact person's phone numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_ Fax \_\_\_\_\_

Date of Parade: \_\_\_\_\_ Rain date (if any): \_\_\_\_\_

Time of Parade: \_\_\_\_\_ - \_\_\_\_\_ (include assembling time, set-off time, length of parade, ending time of parade and cleanup)

Insurance Carrier \_\_\_\_\_ **Certificate of insurance naming both the Village and Town of New Paltz as additional insured for one million dollars. Certificate must be submitted at the time the contract is signed.**

\$25 Administrative Fee paid: Yes \_\_\_ No \_\_\_\_\_. If fee not paid with submission of this application, further processing will not occur until the fee is received.

May we include contact information for this parade on our website? Yes \_\_\_ No \_\_\_  
If yes, what information would you like included? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 and New Paltz Police Parade Policies and that I am authorized to sign this application on behalf of the above-named organization. By submission of a 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.

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\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

\$25 Application fee received by Village Clerk Yes No;

Application approved: Police: Yes No Date: \_\_\_\_\_; Village Board: Yes No Date: \_\_\_\_\_

Contract for Parade Signed by Applicant and Supervisor: Yes No;

\$250 Parade Deposit Received by Town Clerk: Yes No Check number \_\_\_\_\_ ;

Certificate of Additional Insurance Received Yes No

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

These are the four common parade routes. In the space provided, place a check (✓) 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 New Paltz Police Department. Some of the factors that are utilized in this decision are anticipated parade size (number of people/vehicles), date and time of the parade and public safety issues.

**If parade is to be followed by an event at Hasbrouck Park or other Village or Town Park, a separate park use application must be completed and submitted to the Village Clerk/Town Clerk depending on the event's location.**

\_\_\_\_ 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 an "Event Request Form" 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 an "Event Use Request Form" 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 an "Event Use Request Form" to the Village Clerk.

\_\_\_\_ Alternate Parade Route: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please bring this application with the \$25 non refundable administrative fee to the Village of New Paltz Clerk's Office, 25 Plattekill Avenue, M-F between 9 a.m. and 4 p.m. or mail to the Village Clerk at the same address.

**Step 3:** (can only be completed once previous steps have been completed)

In order to assure and maintain public safety, ALL parades and events documented on this form must receive signatory approval from the New Paltz Police Department and the New Paltz Village Board. If your application is approved, the Police Department will forward it to the New Paltz Village Board for approval.

**Do NOT write in this area, to be completed by NPPD personnel only!**

Received by \_\_\_\_\_ of the New Paltz Police Department on: \_\_\_\_\_

(must be a minimum of 55 days prior to the event date)

**Sign-Off #1**

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

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

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

**DO NOT COMPLETE THE FOLLOWING FOUR LINES, TO BE COMPLETED BY NPPD PERSONNEL ONLY!**

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

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

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

Village Highway Dept.:    (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date) \_\_\_\_\_

**Sign-Off #2**

Village Board    Approved [  ]    Denied     Date: \_\_\_\_\_

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

Mayor: \_\_\_\_\_    Print name: \_\_\_\_\_    Signature: \_\_\_\_\_

The Clerk of the Village Board will forward this form to the Village Department of Public Works and the New Paltz Police Department for proper filing. You will receive a copy of this application once all approvals are completed and a contract with the Town of New Paltz is signed..

