

## Parade Application Instructions

If your organization would like to hold a PARADE 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. **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 application fee payable to the Town of New Paltz. 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. The Police will determine if DPW services will be required. Once approved by the Village Board and 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 permit can range from \$350 to \$1350 depending on such factors as the parade route, date and time, length of your parade, number of vehicles/participants, and availability of police and safety personnel. You will be required to remit a separate check for a minimum of \$400, depending on such factors as listed above; payable to the Village Clerk for parade services that will be rendered by Village DPW 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 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.

## 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 prior* to the parade date. 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 Parade Application Instructions before completing 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 an (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 St. Proceed west on Main St. to Plattekill Ave. Proceed south on Plattekill Ave. to the Village of New Paltz Fire Dept./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 N. Manheim Blvd., proceed south to Main St. Proceed west on Main St. to Plattekill Ave. Proceed south on Plattekill Ave. to the Village of New Paltz Fire Dept./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 Ave. by SUNY New Paltz Old Main Circle, proceed north on S. Oakwood Terrace to main St. Proceed west on Main St. to the alleyway/driveway next to Gourmet Pizza and turn south, proceed through the Plattekill Ave. municipal lot back onto Plattekill Ave. 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 Ave., 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: \_\_\_\_\_

### **Step 3:**

Will you require road closures? No: \_\_\_\_ Yes: \_\_\_\_ From what time to what time: \_\_\_\_\_

From where to where: \_\_\_\_\_ # of barricades needed: \_\_\_\_\_

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-names 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.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**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 # \_\_\_\_\_

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:**

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

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

Authorized by: \_\_\_\_\_

Fees paid: \_\_\_\_\_

**Sign-Off #3:**

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

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

Permit issued on: \_\_\_\_\_

Fees paid: \_\_\_\_\_

Town Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_