

Village Of Greenwood Lake

Incorporated 1924
Greenwood Lake, New York 10925
(845) 477-9215

SPECIAL EVENT PERMIT APPLICATION

Applicant Information										
Full Name:					Date:					
	<i>Last</i>			<i>First</i>						
Address:										
	<i>Street Address</i>						<i>Apartment/Unit #</i>			
	<i>City, Town, Village</i>						<i>State</i>		<i>ZIP Code</i>	
Phone:	()	Cell	()	E-mail Address:						
Event Name:										
Brief Description of Event:										
Location of Event:										
Event Dates:				Event Times:						
Estimated Attendance:				Number of spectators						
Have you held this event before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you ever applied for special event use before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Are you a 5013C non-profit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes. What type of non-profit?							
Live Music / Amplified Sound?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Race/Parade?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Alcohol Service (requires additional permit)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Animals / Petting Zoo?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Fireworks / Pyrotechnics	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Tents / Temporary Structures	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Food Vendors or Other Vendors?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Other:							
Will any police services be needed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Closing of Roads needed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Traffic control needed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Security needed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Barricades?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will signs be needed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Will any DPW services be needed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will garbage service be needed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Do you anticipate that there may be any participants / spectators under the age of 21?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you intend to serve alcohol?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Do you plan on having a concession(s) operator (circus, carnival etc., food trucks)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, company/business names:							

Do you have an insurance policy to cover this event? Applicant must provide a Certificate of Insurance naming the Village of Greenwood Lake as additional insured, with minimum coverage as required by Village Code.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes insurance company name?
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Policy Number?	Do you plan to drive vehicles on the Village parkland[s]?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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	What will the gross vehicle weight when fully loaded?
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How many axles will these vehicles have?
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If yes, explain what type, size, and gross vehicle weight:
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[any additional information that may assist the Village in making its decision]

PERSON[s] HAVING DIRECT CHARGE AND CONTROL OF THE EVENT

NAME (first and last):	ADDRESS:
CELL #:	WORK #:
FAX #:	E-MAIL:

PERSON HAVING DIRECT SUPERVISION OF THE SITE OF THE EVENT (IF DIFFERENT FROM ABOVE):

NAME:	ADDRESS?
CELL#	BUS#
FAX #:	E-MAIL

Disclaimer, Acknowledgement, and Signature

Acknowledgement

Please read carefully, check each paragraph, and submit signed below.

1. Initial ____ I [we] hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or on any document used to secure a permit shall be grounds for rejection of this application / permit and / or immediate revocation of a permit, if I receive a permit, regardless of the time elapsed before discovery.
2. Initial ____ As a condition of this permit, I [we] have executed an insurance policy adequate to cover the intended event and have named the Village as an additional insured and release the Village from any liability related to this event
3. Initial ____ I [we] hereby certify that a bond has been issued [if required by the village] to cover any and all costs related to any and all potential damage to Village Road[s], culvert[s], curbing, parkland, grass, and / or any infrastructure[s] seen or unseen that may be or could be damaged from this event.
4. Initial ____ I [we] and any and all other person[s] using Village property or facilities pursuant to this application are deemed to agree to and shall indemnify and hold harmless the Village of Greenwood Lake from any and all claims, injuries, damages, liability, expense and cost whatsoever (together "claim") arising from such use. Any person injured or whose property is damaged shall seek recovery from the liability insurance, if any, provided pursuant to this chapter or to his or her own insurance or resources, and not from the Village.
5. Initial ____ I [we] and any and all other persons using Village property or facilities shall, repair any damage to Village property or facilities caused by the any and all person[s] using Village property. I [we] shall be responsible to, and shall, clean the property and facilities after each use. I [we] shall submit to the Village Clerk-Treasurer a cash deposit to secure or defray the cost of repairing damage and cleaning. The deposit shall be in an amount set forth by resolution of the Village Board, which amount may be amended from time to time. If there is no damage and the property and facilities are properly cleaned after use, the deposit shall be returned. If the cost of repairing damage or cleaning exceeds the amount of the deposit, the applicant shall be required to, and shall, pay the cost of repairing damage and/or cleaning.
6. Initial ____ I [we] agree to abide by all terms and conditions set for in this application and the rules and regulations of the Village of Greenwood Lake and understand that failure to do so may lead to the cancellation of the event, the denial of future permit and / or application and/or legal action taken by the Village of Greenwood Lake.

I certify that the above information is true and correct to the best of my knowledge and agree to comply with all rules, regulations, and conditions set forth by the Village of Greenwood Lake. I understand that failure to comply may result in revocation of this permit and/or denial of future permit requests.

Signature: _____ Date: _____

OFFICE USE ONLY				
Date Received:		Received by:		
Date:		Mayor Approval Signature:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Three Trustee Signatures:		Trustee Signature:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Trustee Signature:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Trustee Signature:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Permit Fee if Applicable:				