



Date of Application
Permit Number

EVENT APPLICATION

Please return completed application form with permit fee and paperwork to:

Community Development Office
41 City Hall Place
Plattsburgh, NY 12901
Phone (518) 536-7458 OR (518)536-7509
events@cityofplattsburgh-ny.gov

All applications must be submitted 45 days in advance for events.
Street Solicitation Requests will not be accepted until February 1.

a.

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT INFORMATION

Applicant's Name: _____ Contact # (day of) _____

Location of Event Site – *A fee may be assessed based on content of the application.*

Please mark all that apply:

- Beach booking
- Band shell booking
- Trinity Park
- City Marina
- Crete Civic Center
- City Gym
- US Oval
- Street Solicitation - **No rain date for street solicitation; map of permitted intersections and guidelines are available from the City Clerk's Office.**
- City Hall Building
- Other Please list:

Type of Event:

- Festival
- Tournament
- Parade
- Run/Walk-a-thon
- Bicycle Race/Ride
- Music Event
- Sidewalk Sale
- Marina booking
- Family Picnic/
- Demonstration
- Other _____

Actual Event Date(s): _____ Time of Event: _____

Set- Up Date: _____ Start Time _____

Tear Down Date: _____ End Time _____

Rain date: _____ Annual Event **YES** _____ **NO** _____

(No rain date is permitted for Street Solicitations)

Estimated Attendance: _____ Admission Fees: _____

Event Details (Please describe the purpose of your event)

ORGANIZER/ APPLICANT INFORMATION

Name of Organization _____

Primary Contact Person: _____

Mailing Address: _____

Town/City: _____ State : _____

Postal Code: _____ email: _____

Daytime Phone Number: _____ Cell: _____

Alternate Contact Person: _____ Phone: _____

Is your group a non-profit/charitable organization? **YES** ___ **NO** ___

If yes, does it have a charitable Donation # _____

Social Media Contact Information

Twitter _____ Facebook _____

You tube _____ Website _____

SITE PLAN

Site Plan Attached **YES** _____ **NO** _____

A Detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.

- Location of all Tents, temporary or permanent structures
- Location of barricades and road closures (road, parking, bicycle parking, parking lots)
- Emergency exits
- fire extinguishers, propane storage
- fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- food/refreshment tent vendors, restrooms, refreshment tents

OTHER EVENT DETAILS

Power Required? **YES** ___ **NO** ___ Specifics: _____

Water Required? **YES** ___ **NO** ___

Trailer Stage Required? **YES** ___ **NO** ___ (**Event Organizer responsible for pick up/return of stage**)

Portable Stage Required? **YES** ___ **NO** ___
If **YES**, what dimensions?

Fireworks **YES** ___ **NO** ___ Sound Amplification **YES** ___ **NO** ___

Sanitation Facilities **YES** ___ **NO** ___ *Port-a-potties to be arranged by organizer. Please mark on site map.*

Food Vendors/BBQ **YES** ___ **NO** ___

Animals (Petting zoo) **YES** ___ **NO** ___ Company Contact information: _____

Amusement Rides **YES** ___ **NO** ___ Contact Information: _____

ALCOHOL

Alcohol at event **YES** ___ **NO** ___ Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The NYS Liquor Authority rules and regulations are available at www.sla.ny.gov/.

I/we have read, understand and will comply with the City of Plattsburgh

Municipal Alcohol Policy _____ SIGNATURE

ROAD CLOSURES/ PUBLIC WORKS

Does your event require a road closure? **YES** ___ **NO** ___

Road: _____

_____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Other: _____

NOTE: Please provide and mark all road closure information in your site plans.

Barricades/Cones needed (if not a road closure) **YES** ___ **NO** ___ Location: _____

Additional Accessible parking signed dropped **YES** ___ **NO** ___ Location: _____

PARKING

Satellite Parking Location: _____

Bicycle Parking **YES** ___ **NO** ___ Location: _____

Additional Handicap Parking **YES** ___ **NO** ___ Location: _____

PARADE/ WALK INFORMATION

Parade/Walk Assembly Area _____ Time _____

Parade/Walk Dismissal Area _____ Time _____

Route Map Attached **YES** ____ **NO** ____

Describe the Proposed Event Route of parade _____

EMERGENCY MANAGEMENT

All Sections MUST be completed before an event will be approved and an event permit issued.

Designated Emergency personal/Liaison (Event day): _____

Cell Number: _____ Other (PIN) _____

Alternate Contact person : _____ Cell: _____

Where will liaison meet Emergency Services in the event of an emergency?

SECURITY

Who is responsible for your event security? What are their responsibilities? Please identify their location on the site plan.

Name of Security Firm: _____ Contact #: _____

FIRST AID

Who is responsible for first aid at your event? Please identify their location on the site plan.

TRAINING

What training will you provide to your volunteers/staff/participants regarding emergencies?

EVACUATION

How will you evacuate the area in the case of an emergency/disaster? Location of exits?
Evacuation Area

TENTS/VENDORS

TENT REQUIREMENTS

Will you have tents at your event? **YES** ____ **NO** ____

Please list the sizes: _____

REFRESHMENT VEHICLES REQUIREMENTS

Use of refreshment vehicles must adhere to the below requirements. Please confirm how you are going to demonstrate compliance to these conditions.

List of Food Vendors Attached **YES** ____ **NO** ____

CHECKLIST

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Detailed Site Plan
- Detailed Route Map (parade or walk)
- Map of Road Closures
- NYS Liquor License/Special Occasion Permit
- List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable)
- Municipal Alcohol Policy Paperwork
- Insurance Certificate (City of Plattsburgh listed as additional insured)
- Application Signed

I/We the Event organizer _____, on behalf of _____, the party requesting the use of the City of Plattsburgh facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the City of Plattsburgh and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park.

I/We have read and understand the Municipal Event Procedures and I/We will abide by all guidelines therein.

Applicant's Signature: _____ **Date** _____

<p>FOR INTERNAL USE ONLY</p> <p>Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and or parks as listed in the application for the special event described.</p> <p>Permit Issue Date: _____</p> <p>Authorized Signature _____</p>	<table border="1"><tr><td>Insurance Certificate</td><td>YES</td><td>NO</td></tr><tr><td>Permit Fee</td><td>YES</td><td>NO</td></tr><tr><td>Report to Council</td><td></td><td></td></tr><tr><td>Permit ISSUED</td><td></td><td></td></tr><tr><td colspan="3">_____</td></tr></table>	Insurance Certificate	YES	NO	Permit Fee	YES	NO	Report to Council			Permit ISSUED			_____		
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