

Instructions on how to complete the Village of New Paltz parade/event application

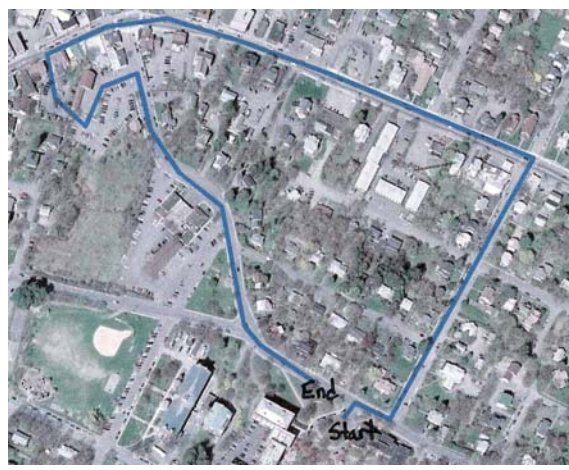
1. Any group or organization wishing to sponsor a parade or event utilizing the Village of New Paltz roadways or Hasbrouck Park must complete this application in its entirety.
2. Once you have completed steps one and two, you must bring this form and a Certificate of Liability to the New Paltz Police Department Dispatch Window (available 24 hours a day). Please attempt to deliver the request at least **35 days** prior to the date of the event but no less than **28 days**.
3. In the event you wish to sponsor a parade followed up by an event in Hasbrouck Park, check your desired parade route AND the space for Hasbrouck Park.
4. Once final approval is given from the New Paltz Village Board, you will receive notification by the Village Clerks office.
5. If you wish to sponsor a parade/event in the TOWN of New Paltz, you must apply to the Town of New Paltz, this application only covers the VILLAGE of New Paltz.
6. The New Paltz Police Department reserves the right to amend any portion of the parade routes and/or policies set forth.
7. These are the 3 most common parade routes. You will find the written directions for each route on the next page along with an option to propose an alternate route.



Route 1



Route 2



Route 3



Parade/Event Request Sign Off Form

This form is to be used by any organization/group requesting permission to sponsor a parade or event in The Village of New Paltz. ALL steps that MUST be completed before final permission by the Village of New Paltz can be granted.

Step 1; (all fields must be completed)

Organization/group name: _____

Contact person: _____

Contact person phone #s: (H)_____ (W)_____ (C)_____

Date of event: _____ (rain date if any) _____ (exact times) _____ - _____

Insurance Name: _____ Insurance Policy Number: _____

(Please attach a Certificate of Liability)

Step 2; (check one parade route only)

These are the three most 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 utilized will be made by the New Paltz Police Department. Some of the factors that are utilized in this decision are anticipated parade size and public safety issues. If you wish to sponsor a parade AND utilize Hasbrouck Park, check your requested parade route AND Hasbrouck Park;

___Parade route one; Beginning in the New Paltz Middle School parking lot, proceed north on South 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 utilize Hasbrouck Park, you must check below to utilize the park itself.)

___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 ending in front of the New Paltz Fire Department/Village Hall. (If you would like to extend your parade end point to the entrance to Hasbrouck Park check here _____. This does not grant you permission to utilize Hasbrouck Park, you must check below to utilize the park itself.)

___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 back to the SUNY New Paltz Old Main Circle.

___Alternate parade route

___Hasbrouck Park Start time of park event; _____ End time of park event: _____

STOP

You must now bring this form and a Certificate of Liability to the New Paltz Police Department
Dispatch Window
(Available 24 hours a day)

Do not write in this area, to be completed by NPPD personnel only

Received by _____ of the New Paltz Police Department on: _____ (Please attempt to turn in 35 days prior to the event date, but no less than 28 days.)

Step 3; *(can only be completed once steps one and two have been completed)*

In order to assure and maintain public safety, ALL parades and events documented on this form must receive signatory recommendation from the New Paltz Police Department and approval from the New Paltz Village Board. Bring this form to the New Paltz Police Department. The police department will forward it to the New Paltz Village Board. If your application is approved by the Village Board, you will be advised by the Village Board who will also sign off on this form. Once the Village Board has signed off on the form, it will be returned to the New Paltz Police Department for proper filing.

*New Paltz Police Department: Recommended Not Recommended

Parade route changed to route #____ Date:_____

Reason for Change/Not Recommended:_____

(Title)_____ (Print)_____ (Sign)_____

*New Paltz Village Board: Approved Denied Date:_____

Reason for denial:_____

(Title)_____ (Print)_____ (Sign)_____

****If approved by the Village Board, you will be notified by the Village of New Paltz Clerks office. If you wish to receive a copy of this completed form, you may pick a copy up at the Village Clerks office.***

DO NOT COMPLETE THE FOLLOWING FOUR LINES, TO BE COMPLETED BY NPPD PERSONNEL ONLY. Please list person notified and then place your initials and Shield number and date of notification.

SUNY New Paltz Police Advised: (Person Notified) _____ (Initials/Shield #)_____ (Date)_____

New Paltz Rescue Squad Advised: (Person Notified) _____ (Initials/Shield#)_____ (Date)_____

New Paltz Fire Department Advised: (Person Notified) _____ (Initials/Shield #)_____ (Date)_____

Village Highway Department Advised: (Person Notified) _____ (Initials/Shield#)_____ (Date)_____