



# VILLAGE OF NEW PALTZ

## Event Application Procedures

The following Event Application procedures enable the Village of New Paltz to effectively manage events held within our community which require Village services.

1. Applications must be submitted 35 days prior to event. The Village Board may alter the advance submission deadline by majority vote of the board for good cause shown.
2. All requests for events taking place within the jurisdictional limits of the Village of New Paltz involving street closures or other public locations must have Village Board approval. **This application must be submitted to the Village Clerk at 25 Plattekill Avenue.** Should Village traffic control/safety equipment be requested for the event a fee may be charged and payment required before the event. Should traffic/safety control personnel be needed, your organization must make arrangements with the Town of New Paltz Police Department
3. By submission of a signed application for an event, the applicant acknowledges that the Village of New Paltz shall be held harmless in the event of injury or accident related to any event where an application has been received and approved by the Village of New Paltz.
4. If an event application requests traffic/ safety control personnel, the application will be forwarded to the New Paltz Police Department for a safety review and request for costs associated with performing traffic or safety control.
  - A. The Police Department will review the application and make a recommendation to the Village Board. Recommendations are made with respect to:
    1. Type of event and duration;
    2. Number of people/vehicles in the event;
    3. Date and time of the event;
    4. Simultaneous events scheduled;
    5. Fee for traffic or safety control, if any.
  - B. Once the Police Department makes its review and recommendations, the Police Department will:
    - Forward the event application back to the Village Clerk. The Village Clerk will review the fees to be paid with the applicant and receive payment (check payable to the Town of New Paltz). Once payment is

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PHONE: 845.255.0130 • FAX: 845.255.4305 • TTYavailable

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received the Village Clerk will seek Village Board approval for the event. If approved, the Clerk will forward the approved application back to the Police Department.

C. When the Police Department receives an approved event application and payment from the Village Clerk, the Police Department shall:

1. Keep a copy of the approved application on file;
2. Calendar the event;
3. Make necessary scheduling and manpower arrangements to provide for appropriate coverage;
4. Forward to the Village Clerk a copy of the Police Department's operational plan to provide traffic and safety control;
5. Communicate with the event organizer to resolve any security or safety issues or changes that may arise between the time of the approval and the actual date and time of the event. Any change to the event that would be considered "significant" or a safety issue may require the event organizer to resubmit the application to the Village Clerk.
6. "Significant" changes can be defined as, but are not limited to:
  - a. Changes in the date and/or time of the event;
  - b. Change in the event location;
  - c. Change in the requirement of public safety personnel to provide adequate coverage of the event;

5. If traffic devices such as cones or traffic stanchions are requested, a Village Department of Public Works fee may also be charged. The Clerk will forward this application to the Superintendent of the DPW.

6. Insurance is required by your organization with the Village and Town named as additional insureds for one million dollars. The certificate must be received by the Village Clerk prior to the event or the event will be cancelled.

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## Event Application

- 1) Any group or organization wishing to sponsor an event in the Village of New Paltz **(THAT IS NEITHER A PARADE NOR A REQUEST FOR PARK USE)** that requires street closures, traffic/safety personnel or traffic/safety equipment must complete this application. A Certificate of Insurance naming both the Village of New Paltz and Town of New Paltz as additional insured for one million dollars is required and must be received by the Village Clerk prior to the event or the event will be cancelled;
- 2) For an event in the Village, mail or drop off this completed form to the Village Clerk, 25 Plattekill Avenue., New Paltz, NY 12561;
- 3) If your event is requires traffic/safety personnel or Village traffic/safety equipment, this application will be forwarded to the New Paltz Police Department for a safety review and recommendations and to the Department of Public Works for review;
- 4) Once the Police Department and DPW make their recommendations to the Village Clerk on safety and estimated fees for the event, the Clerk will inform you of the fees and forward the application to the Village Board for final approval. **Should you request Police or DPW traffic/safety control, you must submit payment prior to event. For traffic/safety personnel make check payable to "Town of New Paltz". For DPW traffic/safety equipment make check payable to the "Village of New Paltz";**
- 5) It is the applicant's responsibility to track this form as it proceeds through the application and approval process;
- 6) If traffic / safety personnel are requested, the New Paltz Police Department reserves the right to alter the conditions of any portion of the event.

**Organization / Group Name:** \_\_\_\_\_

**Organization / Group legal address:** \_\_\_\_\_

**Organization / Group mailing address (if different than above):** \_\_\_\_\_

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**Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number for day of event: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Alternate Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone number for day of event: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Event Information:**

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Set Up Time: (if needed) \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Street(s) Closure Request: \_\_\_\_\_

Traffic/Safety Control Equipment Needs: Yes No

Number of expected participants: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

Certificate of insurance naming both the Village and the Town of New Paltz as additional insured for one million dollars. Certificate must be produced 10 days prior to the event or the event will be cancelled.

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I, \_\_\_\_\_, on behalf of myself and my organization, certify that the above information is correct, and that I have received, read, and agree with the Village of New Paltz Event policies and that I am authorized to sign this application on behalf of the above-named organization. By submission of a signed application for an event, the applicant acknowledges that the Village of New Paltz shall be held harmless in the event of injury or accident related to the event.

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

**OFFICE USE ONLY:**

Application received, **and if traffic/safety personnel requested**, forwarded to the Police for Review: Yes

Application Approved by Police: Yes No

Application received, **and if traffic/safety equipment requested**, forwarded to DPW: Yes

Application Approved by Village Board: Yes No Date: \_\_\_\_\_

Signature of Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Fees, if any, received \_\_\_\_\_

Certificate of Insurance received WITH ADDITIONAL INSURED NAMED and on file: \_\_\_\_\_

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