

City of Gloversville
3 Frontage Road
Gloversville, NY 12078

SPECIAL EVENT PERMIT

Today's Date: _____ Event Date: _____

Event Start Time: _____ End Time: _____

APPLICANT INFORMATION

Name of Individual or Organization: _____

Contact Name/Position: _____

Address: _____

Phone: _____ Email: _____

EVENT INFORMATION

Facility/Park Requested: _____

Event Type/Purpose: _____

Will the event be open to the public? (if yes, insurance policy required) Yes _____ No _____

Will alcohol be served? (public events only with proper state permit) Yes _____ No _____

Total Participants Expected: Adults _____ Children _____

Does event require a city street or right of way to be blocked? Yes _____ No _____

If yes, streets/intersections to be blocked: _____

APPROVALS

CITY CLERK

POLICE

MAYOR

DPW

SPECIAL EVENT PERMIT

FEE SCHEDULE

- Private Event - \$25 • Public Event with fee waiver - \$0 • Public event without fee waiver - \$250
- Non-Profit Events - \$0 with non-profit certificate
- Any public and or Private Event with use of facility - \$100 refundable deposit for use of that facility.
Deposits must be paid no later than 48 hours before event date and will be returned after inspection by DPW,
 - \$150 non-refundable event fee
- Public Event with Road Closures – Page 3 of this application must be completed and submitted 60 days before the event date. A fee will be established by the City based on manpower and equipment needs.
- Recreation Commission Events or Events Co-Sponsored by Recreation Commission - \$0

INSURANCE REQUIREMENTS

Any public events require proof of liability insurance to indemnify the City of Gloversville against any liability by providing a \$1,000,000 liability insurance certificate that specifically names the City of Gloversville as “supplemental insured” for the event date in question.

FEE/INSURANCE WAIVERS

Fee and/or insurance waivers are granted by approval of the City Attorney with both of the following requirements being met– Page 4 of this application must be completed to receive a fee and/or insurance waiver.

- 50 or less expected attendees
- Events that do not charge a fee and give back to the general public

REGULATIONS/DISCLAIMER

1. All City parks close at dusk
2. No one shall possess or partake of alcoholic beverages on City property at any time with the exception of public events that have obtained proper state licensing and city permission
3. No one is permitted to possess or discharge any firearms, fireworks, or bows and arrows on City property
4. Bounce houses are prohibited and unauthorized at all private events
5. No person shall damage, destroy, remove or misuse any property
6. No person shall leave, deposit or throw any litter on the premise
7. No person shall create a nuisance detrimental to the health, morals, safety, convenience and welfare of persons in public areas
8. Any dog or pet taken onto City property shall be on a leash which shall be no longer than six feet. The person controlling the leash shall promptly remove for City property any waste material deposited on it by the dog/pet
9. Any person violating any of the provisions as defined herein shall be guilty of a violation punishable by a fine of not less than \$50 and no more than \$250 or imprisonment for a period not exceeding 15 days in both

The undersigned is over 21 years of age and has read this form and stated regulations and agrees to comply with them. He/She agrees to be responsible to the City of Gloversville for the use and care of the facilities/roads. He/She, on behalf of _____ (applicant/organization name) does hereby covenant and agree to defend, indemnify and hold harmless the City of Gloversville form and against any and all liability, loss, damages to the extent permissible by law, arising out of or in connection with the actual or proposed use of the City of Gloversville’s property, facilities and/or services by _____ (applicant/organization name).

I have read and understand above stated requirements as they pertain to the use of City facilities.

Signature: _____ (applicant/representative) Date: _____

SPECIAL EVENT PERMIT

This page must be completed for a public event requesting road closures:

What street/intersection are you requesting to close for event: _____

Will this event require City barricades to close the area requested: Yes _____ No _____

What times will the barricades need to be placed and removed: Placed _____ Removed _____

Will this event require parking restrictions: Yes _____ No _____

If yes, please describe area where parking will be restricted: _____

Will street cleaning be required before event: Yes _____ No _____

Will trash and recycling pickup be required by the City after the event: Yes _____ No _____

Will picnic tables be required from the City: Yes _____ No _____

If yes, how many are you requesting: _____

Applications requiring road closures must be submitted 60 days before the event date. You will be contacted for a total cost based on the responses above no later than 45 days before the event. Payment will be due before the approved permit is granted.

<p>Office Use Only</p> <p>Total Fee Due: _____</p> <p>Paid On: _____</p> <p>Received By: _____</p>
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SPECIAL EVENT PERMIT

This page must be completed for a public event requesting a fee/insurance waiver:

Are you requesting a fee or insurance waiver: Fee _____ Insurance _____ Both _____

Confirm that both of the following criteria apply to the event:

_____ Less than 50 people expected to attend

_____ Event does not charge a fee and gives back to the general public

Please explain the basis for the requested waiver(s):

Office Use Only

Waiver is: Approved Denied

By: _____

Date: _____