

EVENT PERMIT APPLICATION

VILLAGE OF ENDICOTT
1009 E Main St., Endicott, NY 13760
Phone (607) 757-2411

This application is submitted pursuant to Chapter 193, Article IV of the Endicott Village Code. By submitting an application, you certify that you have reviewed Chapter 193, Article IV of the Endicott Village Code and that this application is in compliance with the requirements thereof.

Applications for event permits must be submitted at least thirty-five (35) calendar days prior to the event, not including the date of submission. Applications submitted less than thirty-five (35) calendar days but not less than thirty (30) calendar days prior to the event shall be subject to late fees as set forth from time to time by the Village Board. Said late fees shall be applied to each day which is less than thirty-five (35) calendar days prior to the event. Applications received less than thirty (30) calendar days prior to the event shall be rejected. The resubmission of a permit application shall not allow for the modification or suspension of submission deadlines.

If additional space is necessary, please utilize and attach additional pages as needed.

Applicant Information

Applicant Name _____

Address _____

Phone _____ Email _____

Sponsoring Organization (if any)

Sponsoring Organization Name _____

Contact Person Name _____

Contact Person Address _____

Contact Person Phone _____ Contact Person Email _____

On-Site Manager(s)

Name(s) _____

Emergency Phone _____

Event Information

Name of Event _____

Location of Event (specify designated area or portion of Village street/property to be used)

Description of the Event _____

Description of all Items to be Utilized (such as platforms, stages, tents, tables, chairs, grandstands, cooking apparatuses, electrical equipment, sound systems, etc.) _____

Estimated Number of Participants _____

Website Address of the Event (if any) _____

Event Date(s)/Hours (including times that setup prior to and cleanup after the event shall occur) _____

Village Sponsorship of Event

Is Village sponsorship of the event requested? Yes No

If yes, please describe any proposed donation of time, materials, gifts, or services to be contributed to the event. _____

Please check one of the following

Will cooking occur at the event? Yes No

If yes, please provide a description of all cooking apparatuses to be used.

Will the sale of food occur at the event? Yes No

Will the event require access to Village electric service? Yes No

If yes, please provide a description of all items which require use of Village electricity, along with the power requirements of each item. _____

Will the event require access to Village water serve? Yes No

If yes, please provide a description indicating in what capacity Village water will be utilized. _____

Will vendors operate in the requested area during the event? Yes No

Will access to public restrooms be required? Yes No

Proof of Insurance

Please attach to this application proof of the following insurance coverages:

- General liability insurance in an amount of not less than \$1,000,000.00, which lists the Village as an additional insured on a primary noncontributory basis;
- Property insurance in an amount not less than \$50,000.00, which lists the Village as an additional insured on a primary noncontributory basis;
- If the event will sell alcohol, liquor liability insurance in an amount not less than \$1,000,000.00, which lists the Village as an additional insured on a primary noncontributory basis; and
- If the applicant or sponsoring organization has paid employees, workers compensation insurance.

Payment of Fee

Did you include the required fee with this application? Yes No

Terms and Conditions

All event permits issued pursuant to the Village Code, specifically Chapter 193, Article IV, which may be amended from time to time (applicants should refer to the current Village Code as the terms and conditions below may not reflect the most recent version of the Village Code) shall be subject to the following terms and conditions:

- A. The event permit applicant is responsible for inspecting the public property which he or she intends to reserve for the exclusive and reserved use of the event in order to determine whether or not the public property is suitable for the proposed event, and to ensure that there are no defects or dangerous conditions. If, subsequent to submitting the event permit application, a new defect or dangerous condition appears, the event permit applicant must advise the Village of Endicott in writing at least five business days prior to the event. The Village may, in its discretion, correct the defect or dangerous condition or may advise the applicant to cancel or adjourn the proposed event. If the event permit applicant provides less than five business days' prior notice or elects to proceed with the proposed event before the defect or dangerous condition is remedied, the event permit applicant and event participants waive any right of action against the Village of Endicott.
- B. The event permit applicant shall maintain responsibility for the Village property which is reserved for the exclusive and reserved use of the event, and shall be responsible for the cleaning, maintenance and/or repair of said event area:

1. Maintenance shall include cleaning the Village property which is reserved for the exclusive and reserved use of the event of all rubbish and debris, leaving the site in a clean condition. Such maintenance shall be subject to the satisfaction of the Village of Endicott. Maintenance shall also include the repair of any Village property which may have been damaged during the course of the event.
 2. Failure to clean, maintain, and/or repair the event area to the satisfaction of the Village may result in the denial of future event permit applications. If such failure should occur, the Village shall provide services for the cleaning, maintenance and/or repair of the area in which the event was held, and the cost of such services shall be billed to the event permit applicant.
- C. The Chief of Police may at his/her discretion and in the interest of public safety require the event permit applicant to provide adequate security for the duration of the event (e.g., events which include the service of alcohol, and based upon the number of anticipated event participants or due to the time of the event). In addition, the Chief of Police may determine the number of volunteers and/or event marshals necessary to ensure the safety of event participants and other Village residents.
- D. Applicants who request closure of any Village street must place a legal notice in the Press & Sun-Bulletin at least two days and not more than five days prior to the first day of the event. The legal notice must state the name of the event, the street(s) to be closed, and the time(s) and date(s) of closure. Recurring events may place one legal notice with all approved dates and times. This section shall not apply to an event on a Saturday, Sunday, or a national holiday
- E. (Reserved)
- F. Event permits are nontransferable.
- G. No paint or other permanent markings are permitted upon Village property for any event without the express approval of the Village Board of the Village of Endicott. Should event permit applicants wish to place nonpermanent markings upon Village property for the purpose of showing the route for a procession, parade, or race, such markings shall be water-soluble.
- H. The Village of Endicott maintains the right to require the event permit applicant to provide portable toilet facilities at the proposed event. Such determination shall be based upon the nature of the event, and the estimated number of event participants.
- I. Pursuant to Broome County Charter and Code Chapter 168, Article IX, an automated external defibrillator (AED) and a person who is trained in cardiopulmonary resuscitation (CPR) must be available at any event during which 500 or more individuals will be in attendance at any given time.
- J. The event permit applicant must designate at least one on-site event manager who must be on site during the course of the event, and who must be available by telephone in case of emergencies.
- K. The Village of Endicott shall provide garbage and recycling receptacles at all events occurring on Village property in order to prevent the accumulation of trash and recyclable materials.
- L. Issuance of an event permit does not supersede other permits that may be issued for a similar area or times, e.g., an event permit does not supersede an existing outdoor cafe permit.
- M. Any notice can be e-mailed to the event permit applicant or the sponsoring organization.

Indemnification

The applicant agrees to hold harmless, indemnify, and defend the Village of Endicott, its officers and employees from any and all claims, actions, damages, or liability arising from the permitted event of every name and nature which may arise or be incurred by the Village as a consequence of giving such permission for the exclusive and reserved use of Village property, or as a result of the conduct of event participants, or as a result of the cleaning of rubbish and/or debris from the area in which the event is held.

Signature

Name (print) of Applicant

Signature of Applicant

Date

FOR VILLAGE USE ONLY

Does this application include the full event permit fee? Yes No

Does this application include all required proofs of insurance? Yes No

Does this application answer and/or fill in every required field? Yes No

If the applicant seeks Village sponsorship, did the Board vote to approve? Yes No

Approved Modified Denied

Village Manager

Date