

# SPECIAL EVENT PERMIT APPLICATION

## VILLAGE OF PALMYRA, NY



It is the mission of the Village of Palmyra to encourage the occurrence and participation of special events that amplify the quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors and contribute to the dynamic atmosphere of the Village. It is the Village's vision to offer applicants support in planning a wide variety of safe and successful events that will serve diverse audiences and create minimal disruption to surrounding areas.

By the submission of this Application, prospective Permit Holders agree to follow the guidelines which the Special Event Permit Application may provide. All Special Event Permits must be reviewed and approved by the Village Board. The Village Board shall by resolution, approve or deny any application for a Special Event Permit. The Village Board may impose any additional terms and conditions that such Board may find necessary to promote the general health, welfare and safety of Village inhabitants. Such decision shall be provided to the applicant in writing upon request.

EVENT INFORMATION	
EVENT NAME	
TIME & DATE	
PROCEEDS TO BENEFIT	

EVENT CONTACT INFORMATION	
SPONSORING ORGANIZATION	
CONTACT NAME	
MOBILE PHONE	
EMAIL:	

PLACE AN "X" IN THE CORRESPONDING BOX

<input type="checkbox"/>	FOOT/ BIKE RACE	<input type="checkbox"/>	LIVE MUSIC
<input type="checkbox"/>	FESTIVAL	<input type="checkbox"/>	PARADES
<input type="checkbox"/>	FOOD SALES	<input type="checkbox"/>	OTHER

EVENT POSTAL ADDRESS	
OTHER:	

EVENT	DAY	DATE(S)	TIME(S)
SET UP			
TEAR DOWN			
RAIN DATE			

### EVENTS THAT ARE UTILIZING PARKS, PAVILIONS OR VILLAGE PROPERTY:

ANY OUTSIDE SOURCES NEEDED?	IF YES, PLACE AN "X" IN THE CORRESPONDING BOX			
ACCESS TO BATHROOMS NEEDED? YES      NO	<input type="checkbox"/>	WATER	<input type="checkbox"/>	POLICE
	<input type="checkbox"/>	POWER	<input type="checkbox"/>	FIRE
	<input type="checkbox"/>	GARBAGE	<input type="checkbox"/>	EMS
	<input type="checkbox"/>		OTHER	

### SPECIAL PERMITTING REQUIRED:

EVENT THAT IS SELLING MERCHANDISE SUCH AS: FOOD, CANNABIS OR ALCOHOL? (YES/NO)	
IF YES, PEDDLER PERMIT MUST BE OBTAINED FROM EACH VENDOR	
EVENT WITH ATTENDANCE OF OVER 5,000 PEOPLE? (YES/NO)	
IF YES, DEPARTMENT OF HEALTH PERMIT IS REQUIRED	
EVENT THAT CLOSSES SIDEWALKS AND/OR ROADS? (YES/NO)	
IF YES, DEPARTMENT OF TRANSPORTATION PERMIT AND MAP OF ROUTE NEEDED	

EMERGENCY RESPONSE PLAN GIVEN TO:			
<input type="checkbox"/>	POLICE DEPARTMENT	<input type="checkbox"/>	CODE ENFORCEMENT
<input type="checkbox"/>	FIRE DEPARTMENT	<input type="checkbox"/>	VILLAGE BOARD
<input type="checkbox"/>	EMS / MEDIC	<input type="checkbox"/>	OTHER

# **SPECIAL EVENT PERMIT APPLICATION**

## **VILLAGE OF PALMYRA, NY**



### **APPLICATION PROCEDURE**

1. This completed Application must be received 60 days prior to the event and be submitted by mail, or in person, to the Village Clerk, Village Hall, 144 East Main Street, Palmyra, NY 14522.
2. The signatory on this permit application is the Applicant and hereby agrees to the following:
  - The Applicant will be the single and central point of contact for all event related inquiries, issues and questions.
  - The Applicant will be on site the day(s) of the event.
  - Applicant who represents third party sponsors or organizations specific to this event must disclose that information.
  - Any event related property damage beyond normal usage will be assessed by the Village and billed to the Applicant.
  - Attendance at the Village Board meeting is required by all Applicants on the date the application is on the agenda
  - The Applicant will provide proof of compliance with all Village requirements for risk and liability insurance in advance of the Special Event date.
  - Applicant will provide any applicable promotional and sponsor information regarding the event with this application.
  - Applicants are greatly discouraged from promoting any proposed event to the public until it has been approved.
3. The Village Board will only review a Special Event Application if all forms are completed and all necessary information, supporting documents and permit fees are included.
4. Neither the Applicant nor any event sponsors may claim or assert that the Village of Palmyra, New York sanctions or endorses the proposed event simply because the Special Event Permit has been approved.
5. Unless specific arrangements have been made by the Applicant, no Village Park, park facility, or bike/leisure paths may be closed or have any access restricted by the proposed event.
6. The Village reserves the right not to renew this Permit in future years. The Village has the right to deny future Special Event Permit Applications from an applicant if the applicant has failed to meet their obligations for a past Palmyra, New York event.

### **INSURANCE/INDEMNIFICATION**

The Applicant must furnish to the Village of Palmyra, New York a certificate of insurance at least fifteen (15) days prior to the Special Event. This insurance shall be written with limits of liability of not less than \$1,000,000 for each person and \$1,000,000 for each occurrence for all damages arising out of bodily injury, including death at any time resulting there from, and not less than \$500,000 for all property damage sustained in any one occurrence. Insurance Certificates shall include the following: Name the Village of Palmyra, New York as additional insured, include the name and date of the event in the description space, match applicant name or sponsoring organization as insured party.

### **REQUIRED INFORMATION**

1. Submit a detailed site plan based on a location map or instrument survey of the premises that shows and labels the following:
  - Size of the property and area of the event;
  - All entrances and exits;
  - Stage location with name of professional rental or production company responsible for stage erection and inspection;
  - Food truck and food vendor locations;
  - Power supply connections;
  - Tent location and sizes, any tent larger than 200 square feet requires an additional building permit. For the erection of a tent, contact the Building Inspector;
  - Security guard placement;
  - Area designated for sale, dispensing, consumption and containments of alcoholic beverages;
  - Layout of parking area for motor vehicles, including means of egress and ingress. Parking spaces shall be provided for at least one (1) car for every four (4) persons in attendance. Events should consider locations that have sufficient parking options. When attendance is projected to be greater than nearby parking can accommodate, shuttles or other means of attendance access must be identified. If additional parking is required that utilizes private parking locations the applicant must provide a copy of the written permission for the use of additional parking from the private property owner to the Village
  - Location and quantity of toilet facilities adequate for the anticipated attendance of the Special Event in accordance with the requirements of NYS Department of Health and NYS Building Code.
  - Location of garbage receptacles. Describe how garbage and recyclables will be removed during the event. Will staff or a company be used;
  - Provide a statement specifying whether food or beverage is to be prepared, served or distributed. If food or beverages are intended, specify the method of and show the building or structure from which the food or beverages shall be prepared, sold or distributed, a fire safety inspection may be required before the event;
2. Will the applicant or has the applicant requested assistance from EMS, Fire Department, or Wayne County Sheriff?

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## VILLAGE OF PALMYRA, NY



### FOOD AND BEVERAGE

1. By submission of this application, the Applicant agrees to be solely responsible for assuring that each food vendor and every food handler have the appropriate licenses and permits as required by the State of NY, Wayne County and Village of Palmyra.
2. Alcohol is not permitted on Village Property without permission from the Board of Trustees. If alcohol is to be served at the Special Event on private property, the Applicant agrees to be solely responsible for reasonably serving alcohol and specifically indemnifies the Village of Palmyra against any and all claims which are in any way related to alcohol consumption.
3. Provide a copy of State Liquor Authority permit allowing the sale, dispensing and consumption of alcoholic beverages at the Special Event location.
4. Applicant hereby agrees to abide by all applicable laws, rules, and regulations including New York State Beverage Control Laws and abide by the following requirements:
  - Alcohol sales must cease one-half hour before the official closing time of the event.
  - All beer and wine will be sold, dispensed, and consumed in an enclosed area monitored by security guards. Security guards will monitor all beer/wine points of sale, check for proper age identification, apply identification tags to age-appropriate patrons, secure entrances and exits to beer/wine sales area.
  - The maximum cup size shall be 20 oz. for beer and 8 oz. for wine.

### LIVE MUSIC

1. Live entertainment shall require a Special Event Application and approval by Village Board.
2. All live entertainment is covered in this Special Event Application. A separate application is not required per entertainer.
3. Live entertainment shall be subject to occupancy limitations as established by the Village Fire Marshal.
4. In reviewing a Special Event Permit Application for live entertainment, the Village Board shall consider the following:
  - The type of live entertainment proposed so as not to be detrimental to the health and safety of other occupants within the same building.
  - The effect of the proposed live entertainment use on a residential dwelling unit in the vicinity of the Special Event location.
  - Sound generated by such live entertainment depending on the potential noise disturbance to adjoining residential uses.
  - Amplified sound is prohibited between 10:00pm-8:00am unless specifically approved by the Village Board.
5. Village Board shall be permitted to set limits on the following: hours of operation, noise levels, lighting, amplifier equipment and to establish other conditions associated with the conduct of live entertainment, taking into consideration the health and welfare of adjacent residential uses.

### DEFINITIONS

1. Temporary Structure: A combination of materials to form a construction that is safe and stable and includes among other things: buildings; stadiums; stages; sheds; towers; storage bins; membrane structures (tents, canopies, air supported); bleachers; ramps; seats; vehicles; trailers and designed or installed or intended to be portable or not permanently affixed to the ground.
2. Temporary Occupancy: A store, room, building, tent, enclosure or structure of any kind intended to be occupied for the period of time necessary to peddle, vend or solicit the merchandise or products without intent to replenish or restock merchandise or products sold therein.
3. Assembly: The gathering or collecting or congregating of persons at any place within the Village, with or without the levy of an admission fee, for a common purpose.
4. Building: A type of structure, wholly or partially enclosed with exterior walls and a roof of permanent or temporary nature affording shelter to persons, animals or property.
5. Special Event: Festivals, performances, competitions, parades or other organized public events in which public rights of way or public property will be used or significantly impacted as a result of the event and which will likely require involvement of public personnel and equipment dedicated to assisting the event. Common events not considered Special Events include but are not limited to: private events on private property for which there is no reasonable foreseeable impact on nearby public property, private rental agreements for the use of Village of Palmyra Park facilities for the purpose of a private function.

**SPECIAL EVENT PERMIT APPLICATION**  
**VILLAGE OF PALMYRA, NY**



**CERTIFICATION**

I hereby certify that I am the event organizer, property owner, premises lessee or local agent and that I am duly authorized to make and file this Special Event Permit Application; and that all statements contained in this application are true to the best of my knowledge and belief. Application is hereby made to the Village of Palmyra for the issuance of a Special Event Permit. The undersigned as Applicant agrees to comply with all laws, ordinances, regulations and requirements in the manner as set forth in this application and the plans and information filed herewith.

\_\_\_\_\_ **APPLICANT SIGNATURE**

\_\_\_\_\_ **DATE**

**NON-DISCRIMINATION**

The Village of Palmyra will not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age or disability against any person seeking a Special Event Permit. The permit application process is designed to promote the health, safety and welfare of all persons through reasonable regulation of a proposed local commercial event and is not intended or expected to interfere with any person's Constitutional Rights to free speech and assembly.

<p><b>SPECIAL PERMIT:</b></p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="width: 30px; height: 20px;"></td><td style="width: 100px; height: 20px;">APPROVED</td></tr> <tr><td style="width: 30px; height: 20px;"></td><td style="width: 100px; height: 20px;">DENIED</td></tr> <tr><td style="width: 30px; height: 20px;"></td><td style="width: 100px; height: 20px;">APPROVED WITH STIPULATIONS</td></tr> </table>		APPROVED		DENIED		APPROVED WITH STIPULATIONS	<p>DATE: _____ BY: _____</p> <p style="text-align: center;">VILLAGE MAYOR / BOARD OF TRUSTEES</p>
	APPROVED							
	DENIED							
	APPROVED WITH STIPULATIONS							

**SPECIAL EVENT PERMIT STIPULATIONS FOR APPROVAL**

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