

VILLAGE OF SACKETS HARBOR
APPLICATION FOR EVENT PERMIT – LONG FORM

PO Box 335
Sackets Harbor, NY 13685
315/646-3548

Complete the following application, provide event layout and return no less than 90 days prior to the event. A deposit fee of \$75.00 must be included with the application. For more information, call 315/646-3548. Additional requirements may be distributed upon event approval.

Location: Visitor Center _____ Band Stand _____ Trail System _____

Other: _____ Please list requested location (i.e. Village streets, parking lots, etc.)

The following locations require a written approval or permit from owner's attachment to the application.

Seaway Trail Building _____ Battlefield _____ School _____ Court Building _____ LDC _____
American Legion _____ Madison Barracks _____

Application Date: _____

Name of Event: _____ **Actual Date of Event** _____

Type of Event: Run Walk Performance Festival

Other (Specify) _____

Reason for Event: _____ **Fundraiser:** Yes No

Will alcohol be served? : Yes No **Will food be served? :** Yes No

Who will hold alcohol permit? _____ **Food permit?** _____

Set-Up Time: _____ **Date:** _____ **Tear-Down Time:** _____ **Date:** _____ (must be before 11 AM following day unless other arrangements are made)

Actual Start Time of the Event: _____ AM or PM **Actual End Time of the Event:** _____ AM or PM

These times are used to estimate Village Services and should be accurate at application submittal. Changes to these times will require approval from the Village Clerk and may incur additional fees.

Starting _____ **Location** _____ **of** _____ **Event:** _____

Ending Location _____ **of** _____ **Event:** _____

Estimated number of attendees: _____

Estimated number of vendors: _____

(Vendors may require an additional permit)

Estimated number of performers: _____ Estimated number of vehicles: _____

Will you be using any of the following: Tents Heating Devices Generator Other _____

If so, please explain: _____

Designated Event Parking Location(s): _____

Name of Organization: _____

Event Organizer (Primary Contact must be an individual that is responsible for the event):

Primary Contact: _____ Primary Phone: _____

Address: _____ Fax # _____

Email: _____

Secondary Contact: _____ Secondary Phone: _____

Address: _____ Fax # _____

Email: _____

Village Staff Needed: Police DPW Other _____

Will you be: impacting streets, sidewalks having an open flame, fireworks Animals

serving alcohol having amusement rides

using portable restroom(s) - 1 unit is required for every 50 attendees

If any are checked, there may be some additional requirements.

Describe the event and state the purpose or objective of the proposed event (Attach additional sheets as needed):

Will there be any activity in the public right-of-way (i.e. public sidewalks, streets, parking lots, etc.) before, during or after the event? A drawing of the event route or layout is required.

Describe the event equipment included in layout (tents, tables, chairs, stages, etc.):

Electricity required: Yes No Do you plan to use amplified sound? Yes No

Please explain: _____

Filing of Application: Application and \$75 security deposit is due 90 days prior to event.

Fees: All applicable fees must be received a minimum of 60 days prior to the event.

Please initial items 1 – 7:

- ____ 1. The applicant (organization) agrees to indemnify, defend and save harmless the Village of Sackets Harbor, and all of their officers, employees and agents from all suits arising from the operation of this permit, or as a result of the consequences of any act, omission, neglect or misconduct on the part of anyone associated with the applicant on this event.
- ____ 2. All applicants are required to clean up during and after each event, returning the areas used to the condition prior to the event. Failure to do so will result in cleanup costs charged against the security deposit and/or assessed to the applicant.
- ____ 3. The applicant accepts the conditions stipulated herein and must in all cases abide by the instruction of the Village Board, Mayor, his/her designee or the Village Police.
- ____ 4. It is understood that this permit is not transferable and may be revoked at any time at the discretion of the Village Board, Mayor, his/her designee for failure of applicant, employees, agents, or contractors to comply with the terms and conditions of this permit.
- ____ 5. This permit becomes effective at the time of approval by the Village Board.
- ____ 6. One port-a-potty required for each 50 attendees
- ____ 7. All events will conclude by 9:00 pm.
- ____ 8. All cleanup and removal of items must be completed before 11:00 the following morning.
- ____ 9. The applicant agrees to all insurance requirements listed below.

____ If any of these conditions are not met, the applicant (organization) shall forfeit their deposit and will give up the use of the Village property on the assigned date. Additionally, if the event is cancelled, for any other reason, with less than a 60 day notice, the deposit will be forfeited.

INSURANCE: All events require insurance – The Village of Sackets Harbor MUST be named as additional insured.

1. General Liability Insurance - \$1,000,000 per occurrence, \$2,000,000 in general aggregate.
This insurance may be through your caterer, or you may need to acquire a one day event rider. Please contact your insurance carrier.
 2. Liquor Liability Insurance – if liquor is served – same amounts as above.
 3. Product Liability Insurance – if food is served – same amounts as above.
 4. Proof of Workers Compensation Insurance for any employee, contractor or subcontractor (if your caterer is hiring servers).
- All insurance certificates must be received a minimum of 60 days prior to the event.

Rents for use of Bandstand, Market Square Park, Village Lawn

1. Bandstand: Rental Fee \$100.00 per hour for non-wedding events.
2. Village Lawn:
 - a. Walks, runs, etc. with a short registration period the day of the event
 - i. Not for profit as approved by the Village Board: No charge
 - ii. For profit: \$100
 - b. Events using lawn and/or Bayard Street
 - i. Not for profit events: \$150 for 4 hours and \$25 each additional hour
 - ii. For profit events: \$500 for 4 hours and \$75 each additional hour
3. Chamber of Commerce events preapproved by the Village Board will be no charge.

I have carefully read and will abide by the foregoing Application, policies, requirements and fees that follow and swear that statements I made therein are true and correct to the best of my knowledge and belief.

Signature of Person Completing Application

Date

SUMMARY OF DEPOSITS AND FEES DUE

		Hours	Charge	Charge	Total
<input checked="" type="checkbox"/>	Deposit		\$75.00	\$75.00	\$75.00
<input type="checkbox"/>	Bandstand	<input type="text"/>	\$100.00	Hrs @ \$100	<input type="text"/>
 <u>Walks, runs, etc. - short registration</u>					
<input type="checkbox"/>	Not for profit as approved by the Village			no charge	\$ -
<input type="checkbox"/>	For profit		\$100.00	\$100.00	<input type="text"/>
 <u>Events using lawn and/or Bayard Street</u>					
<input type="checkbox"/>	Not for profit as approved by the Village	4	\$150.00	\$150.00	<input type="text"/>
<input type="checkbox"/>	Not for profit as approved by the Village over 4 hours	<input type="text"/>	\$25.00	\$150 + (Hrs x \$25)	<input type="text"/>
<input type="checkbox"/>	For profit	4	\$500.00	\$500.00	<input type="text"/>
<input type="checkbox"/>	For profit over 4 hours	<input type="text"/>	\$75.00	\$500 + (Hrs x \$75)	<input type="text"/>

Total Fee Received:					<input type="text"/>

Note: All Signatures are Required For Approval

_____	_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved with Conditions
John Gleason, OIC	Date			
Approval/Denial Conditions: _____				

_____	_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved with Conditions
Lynn Martin, DPW Superintendent	Date			
Approval/Denial Conditions: _____				

_____	_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved with Conditions
Derek Derouin, Fire Chief	Date			
Approval/Denial Conditions: _____				

_____	_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved with Conditions
Village Board	Date			
Approval/Denial Conditions: _____				
