THE CITY OF POUGHKEEPSIE
2014 BLOCK PARTY APPLICATION

This application is only for a block party and is not to be used to apply for any other type of community event. Block parties are subject to a $35.00 application fee and any additional equipment and/or labor fees as determined by the City, but are exempt from insurance certificate requirements.

A block party is defined as a community event to be conducted within an area not exceeding one City block or one intersection, where the block or intersection will remain closed to ordinary traffic during the time that the community event is held, in a neighborhood in the City that is at least two-thirds residentially zoned and which is sponsored solely by the owners, residents or tenants in the area or their organization and is not for commercial or advertising purposes or profit.

Name of Applicant: _____

Name of Organization: _____

Address of Applicant and/or Organization:

_____

_____

Telephone Numbers: _____(Home) _____(Work)

_____(Cell) _____(Fax)

E-Mail: _____

On-Site Contact Name: _____ Phone Number: _____

Date of Event: _____ Time of Event: _____

Location: _____

Area(s) Where Traffic will be Impacted: _____

Estimated number attending block party: _____

Will you need barricades? □ Yes □ No
Address to drop-off and pick-up during normal business hours:_____

Other activities at event: _____

_____

Have local neighborhood property owners and tenants of the block party community event been informed?

□ Yes* □ No[X]
* If yes, please attach a copy of flyer notifying neighbors of activity/event.

[X] If no, what steps do you plan to take to notify them of your event? (Notice is required if you are closing streets/sidewalks—see Chapter 7 3/4—Article XII—Section 7 3/4–25 of the City Code)

Prior to the commencement of your event, you must provide the City with either (i) an affidavit stating that you have notified all property owners and tenants affected by any street closings or (ii) a petition bearing the signatures of 80% of the property owners and tenants, consenting to the block party.

What types of promotion/publicity are you planning for your event? □ None

_____

Is there a security plan for your event? □ Yes* □ No
*If yes, please describe and include the name of any security organization you plan to hire:

_____

_____

_____

Status of Event:
What is your current event planning status?

_____

_____

Event Entertainment:

Sound System (circle one): None Live Recorded

Please further describe any sound systems or other electrical/other devices used in connection with the event:

_____

Describe all planned entertainment: □ None

_____

_____

List all entertainers and/or bands performing at event and schedule of time(s):
□ None

_____

_____

Please be advised that the City of Poughkeepsie has a noise ordinance, located at Chapter 13 ½ of the Poughkeepsie City Code. This chapter may be found on the City's website. You should familiarize yourself with the laws pertaining to the use of amplified sound prior to your event.

Please list desired services from the following departments (may be subject to overtime and other fees):

1. Poughkeepsie Police Department (security, traffic, parking control): □ None

   _____

2. Poughkeepsie Fire Department: □ None

   _____

3. Department of Public Works/Recreation: □ None

   _____

The services that you have listed above are <u>in addition</u> to those that are deemed necessary by each City department for your event. If you have listed optional services above, such fees will be included in your written estimate of costs prior to your receipt of permit.

Fees for optional services as well as labor fees,are provided on the fee schedule attached. Please note that equipment rentals may be subject to overtime labor costs when deemed necessary by the City. All requests for equipment and/or labor must be made prior to the event and approved by the City of Poughkeepsie. Please indicate all needs on the equipment fee schedule attached.

Affidavit of Applicant

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand, and agree to abide by the City's ordinances and regulations governing this proposed Community Event. I also agree to comply with all other local, state, and/or federal laws that are applicable to this Community Event.

I further certify that I understand that allowing non-permitted or unscheduled activities due to occur during my event may result in increased costs to me and/or the sponsor due to unanticipated operational expenses.

I further certify that I, on behalf of myself and/or the Sponsor (for which I have submitted a letter indicating that I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to the City of Poughkeepsie that are incurred by the City or on behalf of the event.

If I cancel my Community Event, I will notify the City as early as possible so as to cut down on any cost recovery. I understand that I will be charged for City services provided in advance of the event up through the time of notification.

_____ _____

SIGNATURE OF APPLICANT DATE

Print Name: _____

Indemnification Statement

The applicant, on behalf of any himself/herself and/or other persons, organizations, firms or corporations on whose behalf the application is made, when filing a permit application to hold a community event shall represent, stipulate, contract, and agree that they release the City of Poughkeepsie, State of New York from any liability from the event and will jointly and severally indemnify and hold the City harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to, or death of persons arising from the sponsor's activities authorized by the Community Event permit.

_____ _____

SIGNATURE OF APPLICANT DATE

Print Name: _____ Title: _____

FEE SCHEDULE:

Description	Fees
Application Fee	$35.00
Security Deposit (Regardless of Clean-up Situation)	$250.00
Park Lease Fee	$250.00
Private Event Fee	$100.00
Vendor Fee	$35.00/day
Assembly Permit	$35.00
Exhibitor Permit	$50.00
Flea Market	$0.00
Filming Permit	$0.00
Parade Permit	$0.00
Electricity	$100.00/day in City Parks $500.00/day on street
Barricades	$50.00 for 4

Department	Fees	Qty. Requested
CSEA Employee Rate	$55.76/hr. (4 hr. minimum)	
Police Rate	$77.23/hr. (4 hr. minimum)	
Fire Rate	$66.08/hr. (4 hr. minimum)	

All overtime fees are assessed at a minimum of 4 hours due to contractual obligations with the City. Fees are subject to change at any time and pursuant to the ratification of any collective bargaining agreements.