The City of Poughkeepsie Community Event
Permit Application
2014

Return to:
The City of Poughkeepsie
Chamberlain's Office
62 Civic Center Plaza
Poughkeepsie, NY 12601
dflynn@cityofpoughkeepsie.com

Deanne Flynn, City Chamberlain
Phone: (845) 451-4276
Fax: (845) 451-4239

This application is for events that are open to the public

This application must be fully completed, signed, and forwarded to the City Chamberlain's office **at least thirty (30) days prior** to the first day of the event as set forth in Chapter 7 ¾, Article VI, Section 7 ¾--10(C) of the Poughkeepsie City Code (available online at the City's website, www.cityofpoughkeepsie.com) or will be subject to rejection.

Exceptions to this requirement are defined in Chapter 7 ¾ and shall be evaluated by the City Administrator upon receipt of a completed Registration of Event form (available from either the City Chamberlain or the City website). These forms may be submitted less than thirty (30) days prior to the event *where free speech activity is intended to respond to current events and depends for its value on a timely response.*

Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of the permit. Please type or print the information clearly and attach additional sheets or maps as required. We ask that you completely fill out all required information. Please do not write "same as last year" or "see above." Incomplete applications, including those without insurance certificates, will be returned. All timing involved with evaluation of applications begins ONLY when the City is satisfied that an application has been completed in its entirety.

Community event dates will be reserved on a first-come, first-served basis. No dates will be held until a completed application is returned to the City Chamberlain, together with any applicable fees. The application fee must be paid at the time that this application is submitted or it will be returned. This application and fee should be returned to the address listed above (in person or by mail) with an attached check or money order made payable to "Commissioner of Finance, City of Poughkeepsie" in the amount of $35.00, which is the application fee. This fee is non-refundable.

Additional fees may be applicable for cost recovery, permits, fees, overtime fees, and others that may apply. A quotation with all applicable fees will be sent to you before

your event. Your permit will not be issued without payment of these fees, approval of all applicable departments, your completed application, and other miscellaneous items as determined by the City. <u>All fees must be paid seven (7) days before the start of your event or your permit will not be issued.</u>

In addition to obtaining a Community Events permit, you may also be required to obtain separate permits for activities including, but not limited to: vending, food and/or alcohol service, aircraft performances, waterway use, and fireworks from other City departments and/or government agencies. Although the Chamberlain will be happy to assist in suggesting agencies and/or departments to contact for more information, it is wholly your responsibility to obtain all permits required for your event.

PLEASE NOTE: This application is not your Community Events Permit. Arrangements for your event should not be finalized until you receive your actual permit, this includes advertising. Under no circumstances may you hold your event without a Community Events Permit if one is required by City Code.

COMMUNITY EVENTS CHECKLIST

_____ **1. Application Fee ($35.00) (MANDATORY)**

_____ **2. Certificate of Insurance/Endorsement or Declaration Page (MANDATORY)**

The event sponsor/applicant shall be required to maintain insurance reasonably acceptable to the City covering all aspects of the event in the minimum amount of $1,000,000 liability insurance, in addition to other insurance as required by law. The insurance certificate must name the City of Poughkeepsie as additional insured and contain a declaration or endorsement page, as well as the date and name of your event.

_____ **3. Site Map (if applicable)**

A Site Map/Plan and Event Notice **must be attached to application.** The Site Map/Plan shall include the requirements set forth in the Community Event Application.

_____ **4. Route & Traffic Plan (if applicable)**

The plan should include any information that will impact the flow of traffic, such as street closures, route for parade, run/walk, or any other request. Applicants are required to disclose the date, street name, location, and time period for approval of requested street closures. Please attach the traffic flow plan as part of the site map.

_____ **5. Clean-up Plan in Section VII (MANDATORY)**

A specific clean-up plan should be laid out either requesting assistance from the Department of Public Works (applicable fees apply) or a plan involving only the organization's volunteers/workers and not involving the Department of Public Works.

_____ **6. List of Vendors in Section VI (if applicable)**

If vendors are to be involved with your community event, they must be listed on your application by name (or business name) for them to be issued a vendor permit. Volunteers of an organization who serve food or beverages at the event and receive no profit or wage for doing so, shall not be required to obtain a separate vendor permits.

_____ **7. Indemnification Statement (MANDATORY)**

_____ **8. Affidavit of Applicant (MANDATORY)**

I. Applicant Information

A. Applicant name: _____

Title: _____

Address/City/State/Zip: _____

_____

Phone numbers:

Home: _____ Office: _____

Cell: _____ Fax: _____

E-mail address: _____

B. Organization/Sponsor (if different from above):

Name: _____

Mailing address: _____

Billing address for invoices: _____

Tax Exempt Status? Yes No
*If yes, please attach IRS determination letter and insurance requirement (with City of Poughkeepsie as additional insured and an endorsement or declaration page).

The contact person and/or his/her alternate must be in attendance for the entire duration of the event and must be immediately accessible to City officials during the event.

C. Same as applicant
Event on-site contact person: _____

Phone numbers:

Home: _____ Office: _____

Cell: _____ Fax: _____

II. General Event Information

A. Event name: _____

Event description: _____

B. Event type:

Walk/Run Exhibition Parade

Assembly/Festival Filming/Video

Is this event open to the public? Yes No

C. Event date(s) (please include days of the week): _____

Rain date(s): _____

Time of actual event: _____
(Athletic competitions should also include specific race start times)

D. Facilities requested for use (check all that apply and identify by name):

Park: _____

Street(s): _____

Sidewalk(s): _____

River: _____

Other: _____

E. Will there be an admission charge? Yes No
If yes, please list prices: _____
Federal tax ID #: _____

F. Set-up times: Begin: _____ am/pm Day: _____

Dismantle: _____ am/pm Day: _____

G. Estimated number of participants: _____

Number and description of animals: _____
(Please see the Community Events Ordinance for additional requirements pertaining to the inclusion of animals at your event.)

Will hot air balloons be included in the event? Yes* No
*If yes:
Location: _____

Date(s): _____

Time(s): _____

Vendor: _____

Will a fireworks display be included in the event? Yes* No
*If yes:
Location: _____

Date(s): _____

Time(s): _____

Vendor: _____

Note: If you answered yes, you are responsible for contacting the City of Poughkeepsie Building Department at (845) 451-4007.

Will you have banners advertising your event? Yes* No
*If yes:
Location: _____

Material: _____

Description of Text/Picture: _____

Size: _____

What types of promotion/publicity are you planning for your event?

☐ None

_____

I. Security plan:

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: _____

_____

III. Requirements for Site Plan

Please attach a ***Proposed Site Plan*** to this application. This is applicable for both fixed venues and moving events and should include a site map and additional written descriptions as needed. ***Please include at least subsection (a) listed below and any additional subsections below that you believe apply to your event.*** If the community event will take place in a City park, please provide the approximate percentage of park land and facilities that will be needed. Identify each category separately by the subsection letter assigned to it. The City of Poughkeepsie reserves the right to require additional information to supplement your Site Plan. (Please see attached information for site plan and traffic plan elements to be included).

Provide and attach a detailed location map for your event and check off items below that apply to your event. Indicate the site(s) for these items on the map(s) using the letter(s) below (ex: A,B,C, etc.).

	A. Map, outline, sketch, or diagram of entire venue indicated by street location
	B. A map or site plan specifying the location of portable structures, stages, speakers, bleachers, tables, tents, and other structures
	C. The location of proposed barricades, fencing, or other barriers including safety access areas
	D. The location of first aid stations and/or emergency medical services
	E. Location of vending or food service
	F. Generator/electricity/utility sources and locations
	G. Requested placement of trailers, vehicles, and/or storage facilities
	H. Placement of signs or banners
	I. Refuse container locations (including those for recyclables)
	J. Existing restroom locations (including temporary restrooms you are providing)
	K. Accessibility information: How will you accommodate persons w/ disabilities?

Note: Please contact the City of Poughkeepsie Fire Department at (845) 451-4079 to ensure that proper permits have been obtained for any equipment, etc. to be used on-site.

IV. Parade/Run/Walk Information

If your event involves road closures, a parade, procession, walk/run, or more than one location, please also attach a Route and Traffic Plan or other attachments specifying all the following categories. Indicate the site(s) for these items on the map(s) using the letter(s) below ex. A, B, C, etc.).

	A. The proposed route to be traveled, including starting and ending points (show the direction of movement of event)
	B. Routing plans for traffic (including any streets to be closed to traffic)
	C. Whether the event will occupy all or a portion of the street(s) or park(s) requested for use
	D. Notification to Dutchess County regarding Loop bus route changes (if applicable)
	E. Parking availability for your event, including information for shuttles and/or other transportation to and from areas of the event
	F. If roads or sidewalks are to be closed, how are you notifying motorists, business owners, and/or residents in advance of the event?
	G. Proposed locations for barricades, signs, and Police/volunteers

PLEASE NOTE: The City of Poughkeepsie Police Chief has final discretion over your Route and Traffic Plan, including, but not limited to, the placement and number of barricades, signs, and police/volunteer locations.

If you are not sure if any attachment, site plan, and/or Route and Traffic Plan is required, please contact Police Headquarters at (845) 451-4000.

Additional Information about Parade:

Estimated number of participants: _____ Spectators: _____

Number and description of vehicles: _____

Number of marching units: _____

Site of assembly: _____ Time of assembly: _____

Site of disbanding: _____ Time of disbanding: _____

Will there be floats included? Yes* No

*If yes, what will they be constructed from? _____

The materials that the float is constructed from shall be subject to requirements concerning fire safety as may be determined by the Fire Chief.

V. Event Entertainment

A. Music: None Live Recorded

Please further describe any sound systems or other electrical/other devices used in connection with the event (location should be included in Site Plan):

_____

_____

_____

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.

VI. Vending and Sales Information

A. Is vending or sales at the event anticipated? Yes* No

*If yes, please check all that apply:

Food^ Beverage^ Clothing/Accessories

Books Buttons/Pins Other*

*Other (please specify): _____

Are there planned free giveaways to attendees (including food/beverage)?
Yes* No

* If yes, please specify: _____

Even if you are giving away food or beverages, you are responsible for obtaining a permit from the Dutchess County Department of Health. Once you receive the permit, please attach a copy to this application or forward a copy to the City Chamberlain. Contact the D.C. Department of Health at (845) 486-3469.

Please list name(s), address(es), and telephone number(s) of all vendors who will be at the event. Please attach additional sheets if necessary:

All vendors must be US citizens or have proof of permanent US residency

Name	Address	Telephone #	Type of Goods

Please note that organizers will be required to obtain any necessary special vending permits for their vendors and the organizer and vendors must comply with the provisions of Chapter 7 ¾ - Article IX of the City Code, unless otherwise waived under Section 7 ¾ -14 (F) of Article IX. All organizers and vendors shall comply with the provisions of Chapter 10 of the City Code and all organizers and vendors must complete a Community Events Vendor Application, which the applicant shall provide to the City prior to the commencement of the event. Processing this application takes more than three weeks, so please allow appropriate time.

You must also secure necessary authorizations from appropriate county, state, and/or federal authorities relating to the serving of food and/or alcohol.

^ **If you are serving food, you should contact the Dutchess County Health Department at (845) 486-3469 to determine if there are additional permit requirements.**

All vendors must apply for a Community Event Vendors Permit. This application is available online at the City's website at www.cityofpoughkeepsie.com and through the Chamberlain's office.

Failure to obtain a vendor permit will subject the event organizer and/or the vendor to citations, which may include a fine and/or appearance in City Court.

Have all vendors been notified that they must complete information (a separate document obtained from the Chamberlain) for you to obtain an umbrella vendor permit for this event? Yes No

VII. Written Estimates of Costs: Public Safety Requirements / City Services Requested

For costs, please see attached fee schedule

The services that you are requesting below are in addition to those that are deemed necessary by each City department for your event

A. **Department of Public Works:**

Clean-up plan: ***You are expected to clean-up after your event!*** You must provide your own personnel for cleaning up and you may dispose of your own trash or you may request on your application that you wish to use the services of the Department of Public Works to dispose of your trash which you will pick-up, in which case you will be charged a fee based on rates for City employees set forth in the Fee Schedule. Your security deposit will only be refundable should the property be in satisfactory condition after the inspection of the location by the City.

How will you manage clean-up?

Not applicable

You will clean-up the property and take the refuse

You will clean-up the property and request for DPW to take refuse (fees apply)

Other _____

If DPW is taking refuse or other additional services are requested or required by the DPW, you may be subject to overtime fees if event is not held during the City department's normal business hours or if overtime is utilized. Fees will be determined by the department and assessed at the rate of $55.76 per hour.

B. **Police Department:**

Please state whether you would like to request specific City services for your event:

What assistance are you requesting from the Police Department?

Not applicable

Traffic (Additional fees may apply, see below)

Parking (Additional fees may apply, see below)

Security (Additional fees may apply, see below)

Other: _____

For traffic, parking, security, and other requested services or services determined necessary by the Police Department, you may be subject to overtime fees if event is not held during the City department's normal business hours or overtime must be utilized. Fees will be determined by the department and assessed at the rate of $77.23 per hour.

C. **Poughkeepsie Fire Department:**

What assistance are you requesting from the Fire Department?

Not Applicable

Check Fire Flammability of Tent/Float/Other

Other: _____

*__If you are using your own tents, please attach certificates of flammability. (You can contact the City's Fire Department with any questions at (845) 451-4079). Please provide name(s) of vendor(s) for all structures to be built.__

For any services requested and/or required by the Fire Department, you may be subject to overtime fees if event is not held during the City department's normal business hours or if overtime is utilized. Fees will be determined by the department and assessed at the rate of $66.08 per hour.

D. **Recreation:**

All specific requests should be indicated on page 18 of this application.

What assistance are you requesting from the Recreation Department?

Not Applicable

Barricades (see fee schedule)

Electricity (see fee schedule)

If you are requesting optional services, such fees will be included on your written estimate of costs prior to your receipt of permit. All fees must be paid seven (7) days before the date of your event.

VIII. Miscellaneous

A. As noted throughout this application, you may be required to contact other government agencies for permits relating to your event. If applicable, it is helpful for the City to know which agencies you have already contacted:

Not Applicable
Dutchess County Department of Health*
Metro-North Railroad*
Federal Aviation Administration*
NYS Liquor Authority* (Permission must be granted by City Administrator)
US Coast Guard
US Army Corp of Engineers

I understand that I as the applicant or on behalf of the applicant is responsible for obtaining any necessary permits including, but not limited to, a Dutchess County Health Permit, US Coast Guard, Federal Aviation Administration, and/or the US Army Corp of Engineers.

E. Insurance:

Insurance is required by the applicant, sponsor, and/or organization who is hosting the event. The insurance certificate <u>must</u> be provided with this application before the permit will be issued. The only exception to needing insurance is if the event is a block party and therefore, the block party application should be filled-out instead of this application.

The insurance certificate should be for the date and location of the event and should name the City of Poughkeepsie as additional insured. If you need further information, please contact the City Chamberlain at (845) 451-4200.

When calling your insurance company to obtain the proper paperwork, please specify the following:

- The certificate of insurance must specify the name and date of your event, as well as the start and end dates of your policy.
- You will need a certificate of insurance as well as a declaration or endorsement page with both naming the City of Poughkeepsie, 62 Civic Center Plaza, Poughkeepsie, NY 12601 as additional insured.
- Limits of liability must be ***<u>at least</u>*** $1,000,000 for each occurrence and $2,000,000 aggreggate for bodily injury as well as $50,000 for each occurrence and $100,000 aggregate for property damage.

<u>AN APPLICATION CANNOT BE PROCESSED WITHOUT THE CERTIFICATE AND ENDORSEMENT/DECLARATION FROM YOUR INSURER.</u>

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 Private Event. I also agree to comply with all other local, state, and/or federal laws that are applicable to this Private Event.

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

I further certify that I, on behalf of myself and/or the Sponsor (for which I certify 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 this event.

If I cancel my event, I will notify the City as early as possible as to cut down on any cost recovery. I understand that I will be charged City services provided in advance of the event up through the time of the notification and that the application fee is non-refundable.

_____ _____

SIGNATURE OF APPLICANT DATE

_____ _____

PRINT NAME TITLE

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 private event shall represent, stipulate, contract, and agree that the 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 or applicant's activities authorized by the Private Event permit.

_____ _____

SIGNATURE OF APPLICANT DATE

_____ _____

PRINT NAME TITLE

This page must be signed for the application to be considered complete.

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.