



Village of Penn Yan

Application/Permit for Special Events

Name of Event: _____

Village Hall • 111 Elm Street, P.O. Box 426 • Penn Yan, NY 14527 • 315-536-3015

The Village of Penn Yan encourages the occurrence of special events that promote high quality of life, provide entertainment and other activities, promote economic growth, attract visitors and contribute to the sense of community. It is the Village's intent to offer all applicants support in planning a variety of safe and successful events while creating minimal disruptions.

You must apply 60 days prior to proposed event date. Special events may fall into one of the following categories listed below. If not, the Village will set the application fee. After reviewing application, the Village reserves the right to make final determination on the event type.

Event Type	Application Fee	Description
Festival	\$100	A festival has one or more of the following: (1) Entertainment; (2) Vendors selling food products or wares; (3) Carnival games/amusement rides; (4) Attendance doubling the estimated population in the area where event is being held; (5) Events that require shut down of street(s).
Moving Athletic (Race/Walk)	\$50	Includes races, runs, walks or other athletic competitions that take place on sidewalks or trails. The Police Department will determine if the size of the event requires the use of the streets.
Parade/Motorcade	\$50	A parade is a public procession/march on the street.

The Village of Penn Yan requires a complete application for all events taking place on public property, including but not limited to streets, sidewalks, parks and trails.

1. Completed applications with corresponding fees and attachments should be mailed or dropped off to Village Hall at 111 Elm Street/PO Box 426, Penn Yan, NY 14527, or emailed to deputyclerk@villageofpennyan.com.
2. Applications will be reviewed by necessary Boards/Committees and all other interdepartmental staff. *Applicant or representative will be required to attend a Public Safety Committee meeting in person or via phone conference following application submission to answer any questions.*
3. Departments may reach out directly to the applicant to discuss event, work to resolve issues and satisfy necessary requirements.
4. Applicants should not announce or advertise event until event application is granted approval.
5. Applicants should be aware that other fees, including but not limited to street closures, fire safety inspections, emergency planning, Village equipment rental, or other service fees, may be assessed.
6. Permits will not be issued until all required documentation is received by the Village. This application will serve as the permit once the event application is approved and applicable deposits/fees are paid.
7. Once all approvals have been given and permit is granted, applicant will be notified by mail, email, or phone call. **CONTINGENT APPROVAL MAY BE REVOKED IF MISSING DOCUMENTATION AND FEES ARE NOT RECEIVED 10 DAYS PRIOR TO THE EVENT.**

Required Event Information: You must complete all fields below.

Name of Event: _____
 Event Location/Address: _____
 Event Date(s): _____ to _____
 Time of Event: _____ AM PM to _____ AM PM
 Set up Date & Time: _____ AM PM Breakdown Date & Time: _____ AM PM
 Purpose of Event: _____
 Applicant Name: _____
 Event Sponsor, if different than Applicant: _____
 Phone: _____ Address: _____
 Email: _____ Event Website: _____
 Sponsoring Organization and Address: _____

Has the event been held in Penn Yan in previous years? Yes No If yes, last date held: _____

Event Type:

Festival Moving Athletic Event Parade/Motorcade

Location Information:

FOR ALL EVENTS, please check all that apply:

Street Sidewalk Park Trail Other _____

FOR MOVING ATHLETIC EVENTS & PARADE/MOTORCADE:

Written route is attached: Map of route is attached:

Place of Assembly: _____ Time of Assembly: _____ Start Time: _____

Place of Disbandment: _____ Time of Disbandment: _____

Attendance Information:

All Events: Estimated total attendance (attendees, participants, staff, vendors, spectators, etc): _____

FOR MOVING ATHLETIC EVENTS & PARADE/MOTORCADE:

Number of participants: _____ Number of Marshals: _____

FOR PARADES/MOTORCADES: Number of Vehicles: _____

Street Closures and/or Traffic Control:

The Village will ultimately decide if streets are closed for events.

Also see "Street Closure," "Traffic Control," and "Notification" in event elements. Street closures and Traffic Control are subject to a fee not to exceed \$1,200.

Detailed route and/or street closure with dates and times attached to this application? Yes No

Street Closed	From Street	To Street	Time Closed	Time Opened
Ex: Main St	Elm St	Clinton St	12:00pm	5:00pm

EVENT ELEMENTS: Complete all items that apply to event.

ELEMENT	DESCRIPTION	INFORMATION NEEDED
Admission/Registration Charge	Applicable if a fee will be required for event.	Registration Fee: \$ _____
Alcohol Sale/Use	Will alcohol be sold or consumed at the event? Diagram to scale of locations of dispensing, fencing, vendor licenses, and certificate of insurance is required, along with Alcohol Agreement and Landlord Authorization for Special Use Permit, if applicable. If event is taking place at a Village Park, an Alcohol Permit Application is required.	<input type="checkbox"/> No <input type="checkbox"/> Yes, Explain _____ _____ _____
Amplified Sound	Amplified sound must end by 10:00 p.m.	<input type="checkbox"/> Event has amplified sound (ie: live entertainment, DJ, etc.) Sound Vendor: _____
Animals	For safety and cleanup purposes, will the event have animals?	<input type="checkbox"/> Event will have animals. Please list type and number of animals and explain how they will be incorporated. _____ _____
Village Owned Lots	Notification must be made if Village lots are going to be used.	Please list Village lots intended for use and why: _____ _____
Village Equipment	Traffic cones, barrels, various signs, garbage cans and other items will be available to borrow.	<input type="checkbox"/> Please check box if intending to rent Village equipment and complete the "Village Request for Supplies" Form.
Fireworks	NYS "requires local agencies to issue permits that address safety issues to better protect people and property." Only NYS licensed pyrotechnicians are permitted.	<input type="checkbox"/> Please check box if fireworks will be displayed and complete the "Fireworks Display Permit" application.
Fire Police Presence	A fee is determined by the Penn Yan Department Fire Board for Fire Police presence at an event. A completed "Request for Use of Penn Yan Fire Police" form must be submitted with application. Due to liability issues, <i>event volunteers will not be permitted to manage crosswalk areas.</i>	<input type="checkbox"/> Completed Fire Police request is attached. Location(s) of Fire Police Personnel must be marked on Site Plan; see site plan requirements below.
Fire Safety	Vendors using fuel for cooking or non-cooking demonstrations within 15 feet of a structure may be subject to a fire safety inspection. If food trucks, tents, booths, etc., will be set up within 15 feet of a structure, the Village of Penn Yan Code Enforcement Department must be notified. A site plan with locations of fuel sources must be submitted for review by the Public Safety Committee.	Please check all that apply to event: Cooking sources: <input type="checkbox"/> Propane/Natural Gas <input type="checkbox"/> Solid fuel (wood, charcoal) <input type="checkbox"/> Electric Non-cooking demonstrations utilizing: <input type="checkbox"/> Propane <input type="checkbox"/> Pyrotechnics <input type="checkbox"/> Open Flames

Food/Beverage Vending	Will food and beverage service be offered?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Explain _____ _____
Food Trucks	Food trucks are permitted, but may be subject to issuance of Peddler’s License or Food Truck Permit. May also be subject to safety inspection. Food trucks must submit Department of Health Certificates.	<input type="checkbox"/> Please check if food truck(s) will be at event. Please list vendor: _____ _____
Garbage/Recycling	Applicant will be responsible for disposal of garbage and recyclables. Trash cans, without liners, can be borrowed from Public Works. Applicant will be responsible for providing 60-gallon trash liners. Applicant is responsible for ensuring that trash cans are empty, without liners, and all trash is removed from streets/sidewalks by the following morning. If not, deposit fee will not be returned.	<input type="checkbox"/> Please submit cleaning deposit of \$1,000. Deposit to be returned once event has ended and cleanup is complete.
Hold Harmless Agreement	All event applicants are required to review and sign the Village “Hold Harmless Agreement.”	<input type="checkbox"/> “Hold Harmless Agreement” has been reviewed, signed, and attached.
Insurance	Liability insurance in the amount of \$1 million/\$2 million listing the Village of Penn Yan as additional insured is required.	<input type="checkbox"/> Proof of coverage is attached. <input type="checkbox"/> Proof of coverage forthcoming.
Law Enforcement Presence	A detailed explanation requesting Penn Yan Police presence must be written and attached. Reason(s) why, location(s), and time frame must be included.	<input type="checkbox"/> Request for Law Enforcement presence is attached. Location(s) for Police Officers must be marked on Site Plan. See site plan requirements below.
Park Usage	If the event will need the use of a Village Park, approval must be granted from the Village Board. A fee will apply for Pavilion rental, if applicable.	<input type="checkbox"/> Please check if request for use of Village park. <input type="checkbox"/> Please check if request for use of Village pavilion.
Parking	Locations for sufficient parking should be considered. If an outside location with shuttle will be needed using Village parks or parking lots, permission must be granted.	<input type="checkbox"/> Parking plan included. <input type="checkbox"/> Please check if request for use of Village parks or parking lots for parking.
Power Supply	The Municipal Electric Department can supply power in the parks if needed. The applicant should indicate on the Supplies Request Form if power is needed explaining usage. This will require a fee per Portable Hookup. If the Electric Department is called out for an issue caused by applicant for the event, the applicant will be responsible for the cost of the call out.	<input type="checkbox"/> The event requires power and I have attached my request to the application, detailing the locations for power and reason for power supply, on the “ Village Request for Supplies” form.

Restrooms	How will event attendees utilize restrooms, i.e., will public park restrooms be requested, porta potties, etc.? If public restroom use is requested, this will need to be coordinated to determine if there is sufficient capacity based on event size.	_____ _____ _____
Route for Runs/Walks/Bike Races	A map and written turn by turn directions for routes on roads and sidewalks must be submitted and approved by the Village. Notification for routes on park trails with a map of route must be submitted and the dates approved by the Village to be sure of no conflicting events. If the event necessitates route street markings, marking product approval will be required.	<input type="checkbox"/> Planned route will be on roads/sidewalks. Plans are attached. <input type="checkbox"/> Planned route will be on park trails. Map of route attached.
Site Plan	A site plan must be submitted for all events with locations of the following, if applicable: <ul style="list-style-type: none"> • Food vendors • Other vendors • Any alcohol tents/vendors • Activities • Restrooms • Police Officer/Fire Police placement • Any other applicable information 	<input type="checkbox"/> Detailed site plan is attached.
Street Closure	It is within the Village's sole discretion to approve street closures for any and all events. Factors concerning traffic, health, safety and welfare will all be taken into consideration. Subject to road closure fee not to exceed \$1,200.	<input type="checkbox"/> Street closures have been listed on Page 2 of application.
Traffic Control	It is within the Village's sole discretion to approve traffic control for any and all events. Factors concerning traffic, health, safety and welfare will all be taken into consideration. Subject to traffic control fee not to exceed \$1,200.	<input type="checkbox"/> Traffic control requested for planned route is attached.

FOR OFFICE USE ONLY: Date Application Received: _____ Application Fee Paid: _____	
Approved: _____	Denied: _____
Cleaning Deposit Received: _____	Other fees (if applicable): _____

Event Application

Hold Harmless Agreement

In consideration of the privilege herein granted, Licensee will not claim any damages from Licensor in connection with or on account of any injuries or damages arising in or on the above-described property while being used by Licensee and Licensee's guests, or invitees, and Licensee further agrees to indemnify and hold harmless Licensor from all claims or damages, including costs of the defense thereof, in connection with the use of the property by Licensee and Licensee's guests, or invitees.

Name of Event: _____

Date(s) of Event: _____

Location of Event: _____

Event Representative (Print): _____

Signature: _____

Date: _____

Village of Penn Yan Supplies Request Form

REQUEST FOR SUPPLIES MUST BE SUBMITTED WITH YOUR APPLICATION AND FINALIZED NO LATER THAN 10 DAYS PRIOR TO YOUR EVENT.	
Organization:	
Billing Address:	
Event Name:	Date of Event:
Event Address:	
Contact Name:	
Contact Phone:	
Contact Email:	

Traffic Devices (Qty.)

<input type="text"/>	Cones
<input type="text"/>	Traffic Barrels
<input type="text"/>	"Street Closed" Sign
<input type="text"/>	Handicap Signs
<input type="text"/>	16 Ft. Yellow Barricade*
<input type="text"/>	4 Ft. White Barricade*

BARRICADES WILL BE LEFT ON-SITE FOR EVENT ORGANIZERS TO SETUP/TEAR DOWN

Electric Utility Needs

<input type="text"/>	Access to Existing Portable Electric Power Box Hookup (\$50/ea.)
<input type="text"/>	Installation of Temporary Portable Electric Power Box Hookup (\$100/ea.)

Detail reason and use for power supply and attach map of requested locations of power boxes

Other (Qty.)

<input type="text"/>	Safety Vests
<input type="text"/>	Lifeguard Supplies (Specify)
<input type="text"/>	Garbage Cans (60 Gal. Liners Supplied by Event, subject to \$1,000 cleaning deposit)

Water Hookup: Only Available at Indian Pines (\$50.00 each plus Consumption based on Current Water Rates)

Affirmations

All borrowed equipment will be cleaned and returned to a predetermined location within 24 hours of the completion of the event.

I agree that I will be responsible for emptying the trash as well as the care and handling of the barrels, cones, signs, etc.

I agree to return all parkland, Village streets, and/or Village owned facilities back to the condition they were prior to my event.

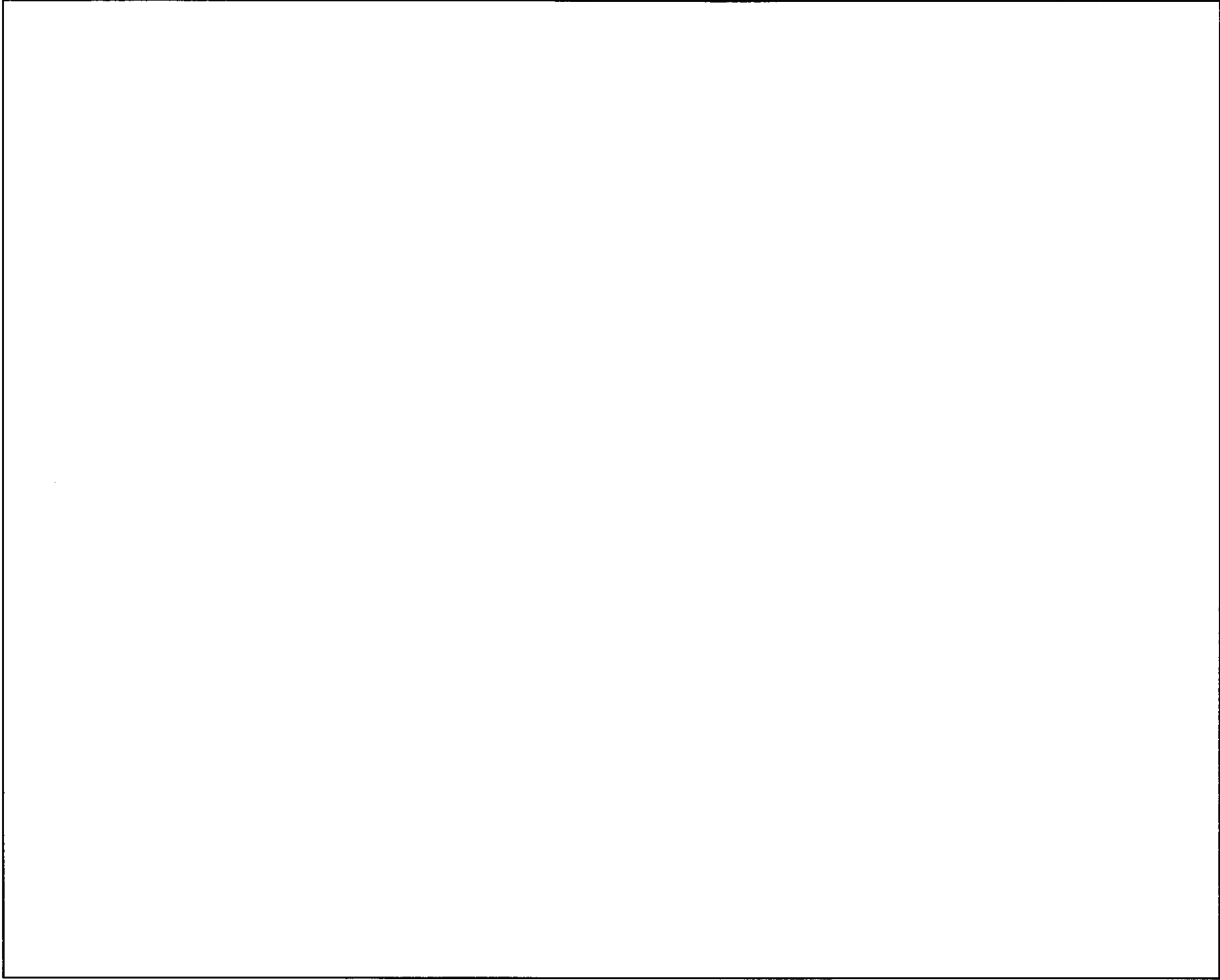
I understand that if supplies are requested outside of regular business hours, a fee will be charged equivalent to the cost of employee call-in.

Event Representative Signature: _____

Please diagram requested locations for supplies requested.



Please use the box below to place locations of Cones, Garbage Barrels, Barricades, Electric Power Boxes, etc.

A large, empty rectangular box with a thin black border, intended for marking the locations of safety equipment such as cones, garbage barrels, barricades, and electric power boxes.

PENN YAN FIRE DEPARTMENT

**125 ELM STREET
PENN YAN, NEW YORK 14527
(315) 536-6111**

**DEREK M. CHRISTENSEN
CHIEF**

Mike Pedersen
1st Assistant Chief

Frank Ellis
2nd Assistant Chief

Rick Simpson Sr.
3rd Assistant Chief

NEW Policy Requesting Penn Yan Fire Police for events effective January 1, 2022

1. If Fire Police from the Penn Yan Fire Department are needed for a non-emergency or non-fire department event, A fee has been established by the Fire Board of the Penn Yan Fire Department. The fee has been established for the activity that would qualify the Penn Yan Fire police coverage under the VFBL (Volunteer Firefighter Benefit Law).
2. The fee that has been established is as follows:

\$300.00 dollars for any event up to 4 hours in duration and
\$50.00 dollars an hour for anything over the 4 hours.
3. **Fee would have to be paid 10 days ahead of event.** Your duration of event would need to be figured out ahead of time.
4. Checks can be made payable to the Penn Yan Fire Department Inc.
125 Elm Street, Penn Yan, NY 14527
5. Request is to be submitted 30 days in advance of event.

REQUEST FOR USE OF PENN YAN FIRE POLICE

***Form must be submitted and received 30 days before event
Every line must be filled out completely***

Please Print Information

Organization (Event) Name: _____

Organization Address: _____

Contact Person: _____

Telephone number: (Office) _____ (Cell) _____

Date of Event: _____

Start time of Event: _____

Ending time of Event: _____

Requested time for coverage: _____

Destination of event (area): _____

Destination need for coverage (Streets and/or area) : _____

INTERNAL USE ONLY :

Date received in Office and by whom: _____

Approved by and Date approved: _____

Number of men needed: _____

Names of Fire Police : _____
