

VILLAGE of PENN YAN

Request for supplies MUST be submitted (45 days) month prior to event.

Organization:			
Billing Address:			
Event Name:			
Event Address:		Date of Event:	
Contact Name:		Contact Address:	
Contact Phone:		Contact Email:	

	Village Approval?		Returned (Date)
	YES	NO	
TRAFFIC DEVICES (# Needed)			
<input type="checkbox"/> Cones			
<input type="checkbox"/> Traffic Barrels			
<input type="checkbox"/> Traffic Barrels w/ Blinker			
<input type="checkbox"/> "Street Closed" Sign			
<input type="checkbox"/> "Detour" Sign			
<input type="checkbox"/> Handicap Signs			
<input type="checkbox"/> 16 Foot Yellow Barricade			
<input type="checkbox"/> 4 Foot White Barricade			
<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:			

Village of PY Notes:

Delivery Date:	
-----------------------	--

Delivery Time:	
-----------------------	--

Delivery Location:	
---------------------------	--

Multiple Locations along Parade Route or Event

	Village Approval?		Returned (Date)
	YES	NO	
OTHER (# Needed)			
<input type="checkbox"/> Garbage Cans (bags supplied by event)			
<input type="checkbox"/> Safety Vests			
<input type="checkbox"/> Lifeguard Supplies (Specify)			
<input type="checkbox"/> Picnic Tables			
<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:			

Use box for Special Requests

UTILITY OFFICE USE ONLY

	QUANTITY	UTILITY OFFICE USE ONLY		
		invoice #	amount	initials
UTILITY NEEDS (# Needed) (BILLABLE) :				
<input type="checkbox"/> Electric Power Boxes (\$50.00 ea)				
<input type="checkbox"/> Water Hookup (see rate schedule)				
<input type="checkbox"/> Other:				
<input type="checkbox"/> Other:				

Please diagram requested locations for power box installation Page 2

Please use box below to place potential locations of Cones, Garbage Barrels, Barricades, Electric Power Boxes, Parking Requests, etc.
(you may attach additional maps or diagrams if needed.)

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.

Event Coordinator: Sign _____ Date: _____

Event Coordinator: Print _____

Village Representative: _____ Date: _____

The Village has agreed to pick up some or all of the above mentioned items. Please note that this pickup may be delayed until the next business day the village is open.