



## Village of Penn Yan

### Application/Permit for Special Events

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 90 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.
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.

**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: \_\_\_\_\_  
 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:**

The Village will ultimately decide if streets are closed for events. Also see "Street Closure" and "Notification" in event elements. Street closures are subject to a road closure 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
<b>Admission/Registration Charge</b>	Applicable if a fee will be required for event.	Registration Fee: \$ _____
<b>Alcohol Sale/Use</b>	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. If event is taking place at a Village Park, an Alcohol Permit Application is required.	<input type="checkbox"/> No <input type="checkbox"/> Yes, Explain _____ _____ _____
<b>Amplified Sound</b>	Amplified sound must end by 10:00 p.m.	<input type="checkbox"/> Event has amplified sound (ie: live entertainment, DJ, etc.) Sound Vendor: _____
<b>Animals</b>	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. _____ _____
<b>Village Owned Lots</b>	Notification must be made if Village lots are going to be used.	Please list Village lots intended for use and why: _____ _____
<b>Village Equipment</b>	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.
<b>Fireworks</b>	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.
<b>Fire Police Presence</b>	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.
<b>Fire Safety</b>	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

<b>Food/Beverage Vending</b>	Will food and beverage service be offered?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Explain _____ _____
<b>Food Trucks</b>	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.	<input type="checkbox"/> Please check if food truck(s) will be at event. Please list vendor: _____ _____
<b>Garbage/Recycling</b>	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.
<b>Hold Harmless Agreement</b>	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.
<b>Insurance</b>	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.
<b>Law Enforcement Presence</b>	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.
<b>Park Usage</b>	If the event will need the use of a Village Park, a written letter must be sent to Village Hall and approval must be granted from both the Public Works Committee and Village Board. A fee will apply.	<input type="checkbox"/> Please check if park will be used and letter has been sent to the Village requesting permission of park use. Please attach copy of letter to application.
<b>Parking</b>	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. A letter must be submitted to Village Hall with plan for approval.	<input type="checkbox"/> Parking plan included and, if needed, copy of letter is attached to application.
<b>Power Supply</b>	The Municipal Electric Department can supply power in the parks if needed. The applicant should submit a written request with application if power is needed explaining usage. This will require an electric usage fee. 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. This should also be indicated on the "Village Request for Supplies" form.

<b>Restrooms</b>	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.	<hr/> <hr/> <hr/> <hr/>
<b>Route for Runs/Walks/Bike Races</b>	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.
<b>Site Plan</b>	A site plan must be submitted for all events with locations of the following, if applicable: <ul style="list-style-type: none"> <li>• Food vendors</li> <li>• Other vendors</li> <li>• Any alcohol tents/vendors</li> <li>• Activities</li> <li>• Restrooms</li> <li>• Police Officer/Fire Police placement</li> <li>• Any other applicable information</li> </ul>	<input type="checkbox"/> Detailed site plan is attached.
<b>Street Closure</b>	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.

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