

## Large Event Permit Application

\*\*Required for any event with an expected attendance of 300 or more people\*\*

**Date and Time of Proposed Event:** \_\_\_\_\_

**Location of Proposed Event:** \_\_\_\_\_

**Persons or Organizations Putting On Event:** \_\_\_\_\_

\_\_\_\_\_

**Expected Number of Persons Attending:** \_\_\_\_\_

Notes / Special Circumstances:

**Alcohol to be served Yes/No:** \_\_\_\_\_

If yes, will you be obtaining an off-premises permit from NY State Liquor Authority? \_\_\_\_\_

Date of Application: \_\_\_\_\_

Expected Approval Date: \_\_\_\_\_

Notes / Special Circumstances:

**Are you requesting the closure of any streets?** \_\_\_\_\_

If yes, list which ones. \_\_\_\_\_

Duration of street closure requested: \_\_\_\_\_

Notes / Special Circumstances:

**Do you have liability insurance for the event?** \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Rider / Policy #: \_\_\_\_\_

Notes / Special Circumstances:

**Do you have adequate restroom facilities to accommodate your expected number of attendees? \_\_\_\_\_**

Please Specify: \_\_\_\_\_  
\_\_\_\_\_

Notes / Special Circumstances:

**Will you be employing private security? \_\_\_\_\_**

Notes / Special Circumstances:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Chief of Police Yes or No: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved by Fire Chief: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved by DPW Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved by Mayor: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved by Village Clerk: \_\_\_\_\_ Signature: \_\_\_\_\_

Notes from Village Officials: