



## Special Event Permit Application

Any group or organization wishing to sponsor an event on public property in the Village of Bemus Point must complete this application. Mail or drop off this completed form to the Village Clerk at 13 Alburtus Avenue, P.O. Box 450, Bemus Point, NY 14712.

**Before you sign the application, please read the attached event policy. Your signature means that you and your organization agree with and will abide by the special event permit policies.**

**This application must be submitted with the \$25 application fee.**

Organization /Group Name: \_\_\_\_\_

Organization /Group Legal Address: \_\_\_\_\_

Organization /Group Mailing Address (if different than above): \_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_

**Alternate Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

### **Even Information:**

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Set up Time: (if needed): \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Description: \_\_\_\_\_

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Number of expected participants: \_\_\_\_\_

Will tents of any type be set up? ☐ Yes ☐ No How many: \_\_\_\_\_ Size: \_\_\_\_\_

(Pursuant to New York State building code, NYSFC Chapter 31, you may be required to secure an operating permit and additional fees based on tent size)

Event Street(s) Closure Request: \_\_\_\_\_

Traffic/Safety Control Equipment Needs: ☐ Yes ☐ No # of Barricades: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

Certificate of insurance naming the Village of Bemus Point as additional insured for one million dollars.  
Certificate must be produced 10 days prior to the event or the event will be canceled.

I, \_\_\_\_\_, on behalf of myself and my organization, certify that the above information is correct and that I have received, read and agree with the Village of Bemus Point special event policy and I am authorized to sign this application on behalf of the above named organization. By submission of a signed application for an event, the applicant acknowledges that the Village of Bemus Point shall be held harmless in the event of injury or accident related to the event.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### OFFICE USE ONLY

Application forwarded to DPW for review \_\_\_\_\_ Yes \_\_\_\_\_ No

Application approved by DPW – Date: \_\_\_\_\_

Application forwarded to Fire Department for review \_\_\_\_\_ Yes \_\_\_\_\_ No

Application approved by Fire Department Date: \_\_\_\_\_

Certificate of insurance attached \_\_\_\_\_ Yes \_\_\_\_\_ No

Application approved by Village Board \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Application Fee Collected \_\_\_\_\_ Yes \_\_\_\_\_ No Cash/ Check: \_\_\_\_\_

Tent Required \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, who will be setting up: \_\_\_\_\_

Signature of Village Clerk: \_\_\_\_\_

Date: \_\_\_\_\_