



SPECIAL EVENT PERMIT APPLICATION PROCEDURES

The Following Event Application Procedures enable the Village of Bemus Point to effectively manage events held on public property.

1. Applications must be submitted 35 days prior to the event.
2. All requests for public events taking place within the jurisdictional limits of the Village of Bemus Point must have the Village Board of Trustees approval. This application must be submitted to the Village Clerk at 13 Alburtus Avenue, Bemus Point. Should traffic control/safety equipment be requested for the event, a user fee may be charged and payment shall be required prior to the event. Should traffic/safety control personnel be needed, your organization must make arrangements with the Village of Bemus Point and its DPW and Fire Department, or any applicable Police agency.
3. 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, accident, or death related to any event where an application has been received and approved by the Village Board of Trustees.
4. If an application requests traffic /safety control personnel, the application will be forwarded to the Bemus Point Fire Department for a safety review. The Village of Bemus Point DPW may require a fee for garbage pickup, barricade set up and removal. The Fire Department may require a fee associated with performing traffic or safety control. The Bemus Point Fire Department may alter the conditions of any portion of this event in its sole discretion to insure public safety. If an outside Police agency is required, issuance of the permit shall be subject to a review and approval , similar to section (a.) below.
 - a. The Bemus Point Fire Department Chief Engineer shall review the application and make a recommendation to the Village Board of Trustees. Recommendations are made with respect to:
 - i. Type of event and duration;
 - ii. Number of people/vehicles in the event;
 - iii. Date and time of the event;
 - iv. Simultaneous events scheduled;

- b. Once the Bemus Point Fire Department makes its review and recommendations, the Fire Department will:
 - Forward the event application back to the Village Clerk. The Village Clerk will review the fees to be paid with the applicant and receive payment (Checks payable to: The Village of Bemus Point). Once payment is received, the application will be reviewed by the Village Board of Trustees for approval.
5. Insurance is required by your organization with the Village named as additional insured for one million dollars. The certificate must be received by the Village Clerk 10 days prior to the event or the event will be canceled.
6. Any tent or membrane structure having an area exceeding 400 square feet to be used for the proposed event, will require a separate Operating Permit issued by the Village Code Enforcement Officer (per New York State Building Code, FCNYS Chapter 31) prior to being erected, operated or maintained..