

VILLAGE OF ALTAMONT

115 Main Street PO Box 643 Altamont, New York 12009

Phone (518) 861-8554 Fax (518) 861-5379

SPECIAL EVENT PERMIT APPLICATION PROCESS

Thank you for your interest in hosting a special event in the Village of Altamont. There is no fee for this Special Event Permit (SEP) application. If your event is being held on public property and/or is planning on using any Village services, a SEP Application must be submitted. In addition, if there is outdoor alcohol consumption, a permit must be submitted for this as well.

The SEP Application must be turned in at least 45 days before the event. Upon completion and approval by the necessary Village departments, a Village Board Resolution approving the application will be sent to the organizer. Without this Resolution, the event will not be allowed to proceed. The SEP application can be submitted via fax at (518) 861-5379 to the attention of the Village Clerk, via email to villageclerk@altamontvillage.org, or mailed or dropped off to the Village Offices at 115 Main Street, PO Box 643, Altamont, NY 12009. All questions can be directed to the above email address or (518) 861-8554 x10.

Once submitted, the application must be approved by the APD. Upon review of the Special Event Plan, the Chief of Police will determine if additional Village officers will be required for security or traffic control for your event. If additional officers are required, the Altamont Police Department (APD) will assign security for \$50 per hour per officer, with a four hour minimum. APD will review and determine locations and the required number of safety personnel. If you are planning on erecting temporary signage, please contact the Village office. All commercial permit questions should be directed to the Village Building Department at (518) 861-8554 x-17. If you are selling or giving away liquor at a special event, a Special Event Liquor License may be required from both the Village and the State of New York. All requirements must be met before outdoor liquor consumption will be approved.

Note: Due to contractual obligations and the general nature of the season, the Village is limited in manpower resources during the months of May through September and a permit may be denied due to lack of resources.

ORGANIZATION INFORMATION

Sponsoring/Planning Organization: _____

☐ Organization is registered with the State of New York as a Non-Profit Organization

Address: _____

Phone: _____ Fax: _____ Web Site: _____

Event Manager (will receive SEP Permit via email): _____

Address: _____

Phone: _____ Cell Phone: _____ *Email: _____

Onsite Contact: _____ Phone: _____

Address: _____

Cell Phone: _____ *Email: _____

Please check all needs that will apply to your special event. If you are unsure, please checkmark and add any necessary notes/comments.

- ☐ PROPOSED LAYOUT AND/OR ROUTE INCLUDED (Mandatory)
- ☐ SECURITY (as determined by APD) ☐ TRAFFIC CONTROL (as determined by APD)
- ☐ PUBLIC WORKS (Barricades, Fencing, Lot Closures, etc. – additional cost required)
- ☐ MUSICAL ENTERTAINMENT (Bands, DJ)
- ☐ OTHER ENTERTAINMENT (Rides, inflatables, etc.) _____
- ☐ PORTABLE RESTROOMS ☐ TEMPORARY SIGNS
- ☐ TENT(S) OVER 200 SQUARE FEET ☐ FOOD VENDOR(S) (Certificate of Insurance required)
- ☐ LIQUOR- SOLD OR GIVEN AWAY ☐ MERCHANDISE/CRAFT VENDORS
- ☐ STREET OR LOT CLOSURES ☐ ATTENDANCE ESTIMATE IS OVER 250 PEOPLE
- ☐ USE OF THE VILLAGE ELECTRIC OUTLETS ☐ RAFFLE
- ☐ Other notes: _____

GENERAL EVENT INFORMATION

Event Name: _____

Village Facility Location being requested: Community Room____ Bozenkill Park____ Orsini Park____ Schilling Park____

Other Event Location: _____

- ☐ Event organizer has permission of property owner to host this event on his/her property. (Letter granting permission is attached/included.)

Event Date(s): _____ Event Hours of Operation: _____ Race Start Time: _____

Set-Up for Event: Date(s): _____ Hours: _____

Dismantling Event: Date(s): _____ Hours: _____

Rain Date (if applicable): _____ Estimated Attendance: _____ Private or Public Event: _____

Type of Event: (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Parade | <input type="checkbox"/> Sidewalk/Garage Sale |
| <input type="checkbox"/> Sporting Event/Run/Walk | <input type="checkbox"/> Arts and Craft Fair | <input type="checkbox"/> Car Wash for Fundraising |
| <input type="checkbox"/> Raffle | <input type="checkbox"/> Concert | <input type="checkbox"/> Carnival/Rides |
| <input type="checkbox"/> Fundraiser/Charitable Event | <input type="checkbox"/> Grand Opening | <input type="checkbox"/> Annual/Recurring Event |
| <input type="checkbox"/> Other, please describe: _____ | | |

General Description of Event: _____

It is understood that the person(s) in charge shall indemnify and save harmless the Village of Altamont and all its officials, agents or employees from all suits, actions or claims arising from this Special Event.

- ☐ I confirm that I have read all of the above Special Event guidelines and agree to abide by them.

Signature of PERSON IN CHARGE: _____

Print Name of Person in Charge: _____ Date: _____

Recommendations of APD Chief Todd Pucci: _____

Signed: _____ Date: _____