

City of Gloversville  
3 Frontage Road  
Gloversville, NY 12078

**SPECIAL EVENT PERMIT**

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

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

**APPLICANT INFORMATION**

Name of Individual or Organization: \_\_\_\_\_

Contact Name/Position: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**EVENT INFORMATION**

Facility/Park Requested: \_\_\_\_\_

Event Type/Purpose: \_\_\_\_\_

Will the event be open to the public? (if yes, insurance policy required) Yes \_\_\_\_\_ No \_\_\_\_\_

Will alcohol be served? (public events only with proper state permit) Yes \_\_\_\_\_ No \_\_\_\_\_

Total Participants Expected: Adults \_\_\_\_\_ Children \_\_\_\_\_

Does event require a city street or right of way to be blocked? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, streets/intersections to be blocked: \_\_\_\_\_

**APPROVALS**

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
POLICE

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DPW

# SPECIAL EVENT PERMIT

## FEE SCHEDULE

- Private Event - \$25
- Public Event with fee waiver - \$0
- Public event without fee waiver - \$50
- Non-Profit Events - \$0 with non-profit certificate
- Myer's Park Wedding - \$50 refundable deposit for use of community room. Deposits must be paid no later than 48 hours before event date and will be returned after inspection by DPW, \$100 non-refundable event fee
- Public Event with Road Closures – Page 3 of this application must be completed and submitted 60 days before the event date. A fee will be established by the City based on manpower and equipment needs.
- Recreation Commission Events or Events Co-Sponsored by Recreation Commission - \$0

## INSURANCE REQUIREMENTS

Any public events require proof of liability insurance to indemnify the City of Gloversville against any liability by providing a \$1,000,000 liability insurance certificate that specifically names the City of Gloversville as “supplemental insured” for the event date in question.

## FEE/INSURANCE WAIVERS

Fee and/or insurance waivers are granted by approval of the City Attorney with at least one of the following requirements – Page 4 of this application must be completed to receive a fee and/or insurance waiver.

- 50 or less expected attendees
- Events that do not charge a fee and give back to the general public

## REGULATIONS/DISCLAIMER

1. All City parks close at dusk
2. No one shall possess or partake of alcoholic beverages on City property at any time with the exception of public events that have obtained proper state licensing and city permission
3. No one is permitted to possess or discharge any firearms, fireworks, or bows and arrows on City property
4. Bounce houses are prohibited and unauthorized at all private events
5. No person shall damage, destroy, remove or misuse any property
6. No person shall leave, deposit or throw any litter on the premise
7. No person shall create a nuisance detrimental to the health, morals, safety, convenience and welfare of persons in public areas
8. Any dog or pet taken onto City property shall be on a leash which shall be no longer than six feet. The person controlling the leash shall promptly remove for City property any waste material deposited on it by the dog/pet
9. Any person violating any of the provisions as defined herein shall be guilty of a violation punishable by a fine of not less than \$50 and no more than \$250 or imprisonment for a period not exceeding 15 days in both

The undersigned is over 21 years of age and has read this form and stated regulations and agrees to comply with them. He/She agrees to be responsible to the City of Gloversville for the use and care of the facilities/roads. He/She, on behalf of \_\_\_\_\_ (applicant/organization name) does hereby covenant and agree to defend, indemnify and hold harmless the City of Gloversville from and against any and all liability, loss, damages to the extent permissible by law, arising out of or in connection with the actual or proposed use of the City of Gloversville's property, facilities and/or services by \_\_\_\_\_ (applicant/organization name).

I have read and understand above stated requirements as they pertain to the use of City facilities.

Signature: \_\_\_\_\_ (applicant/representative)      Date: \_\_\_\_\_

## SPECIAL EVENT PERMIT

**This page must be completed for a public event requesting road closures:**

What street/intersection are you requesting to close for event: \_\_\_\_\_

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Will this event require City barricades to close the area requested:      Yes \_\_\_\_\_      No \_\_\_\_\_

What times will the barricades need to be placed and removed:      Placed \_\_\_\_\_      Removed \_\_\_\_\_

Will this event require parking restrictions:      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, please describe area where parking will be restricted: \_\_\_\_\_

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Will street cleaning be required before event:      Yes \_\_\_\_\_      No \_\_\_\_\_

Will trash and recycling pickup be required by the City after the event:      Yes \_\_\_\_\_      No \_\_\_\_\_

Will picnic tables be required from the City:      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, how many are you requesting: \_\_\_\_\_

Applications requiring road closures must be submitted 60 days before the event date. You will be contacted for a total cost based on the responses above no later than 45 days before the event. Payment will be due before the approved permit is granted.

Office Use Only

Total Fee Due: \_\_\_\_\_

Paid On: \_\_\_\_\_

Received By: \_\_\_\_\_

## **SPECIAL EVENT PERMIT**

This page must be completed for a public event requesting a fee/insurance waiver:

Are you requesting a fee or insurance waiver:      Fee \_\_\_\_\_      Insurance \_\_\_\_\_      Both \_\_\_\_\_

Confirm that both of the following criteria apply to the event:

\_\_\_\_\_ Less than 50 people expected to attend

\_\_\_\_\_ Event does not charge a fee and gives back to the general public

Please explain the basis for the requested waiver(s):

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|--|
| <p>Office Use Only</p> <p>Waiver is:    Approved    Denied</p> <p>By: _____</p> <p>Date: _____</p> |
|--|