Town of Goshen

41 Webster Avenue
Goshen, New York 10924
(845)294-6250 (Fax) (845) 291-3673

EVENT PERMIT APPLICATION

Completed applications should be submitted no later than 2 months prior to an event

Applicant: _____
Print or Type Name (Area Code) Telephone Number

_____
Address City State Zip Code

Type of Event (check all that applies}: Art Exhibit ☐ Children's Program ☐ Musical ☐ Festival ☐ Non-profit ☐ Fund-Raising ☐ Trade Show ☐ Public Affairs ☐ Performing Arts ☐ Other ☐ Run ☐ Walk ☐ Race ☐ Parade/Motorcade ☐ Cycling ☐ Carnival ☐ Cultural Entertainment ☐ Block Party ☐ Movie/Video & Recording_ Productions ☐

_____
Event Coordinator/Company Name/Organization E-Mail Address (Area Code) Telephone Number

_____
Address City State Zip Code

SUPPORT PERMIT REQUIREMENTS:

PLEASE NOTE THAT ALL COMPONENTS OF THE EVENT ARE SUBJECT TO APPROVAL BY THE GOSHEN TOWN BOARD AND MAY REQUIRE APPROVAL BY/AND OR PERMITS FROM OTHER AGENCIES. IT IS THE RESPONSIBILITY OF THE APPLICANT/SPONSOR TO SECURE ALL NECESSARY PERMITS AND PROVIDE APPROPRIATE DOCUMENTATION WITH THE APPLICATION.

For Office Use Only:

Documents Submitted:

Application _____ Form A _____ Form B _____

Hold Harmless Agreement _____ Subrogation Form _____

Insurance Coverage _____ Payment of fee(s) _____

Comments:

PROCESSING FEE $200

This event is **open to the public** and defined as a festival if **one or more** of the following situations occur: (1) Outdoor entertainment is being offered; (2) An admission fee is charged; (3) Vendors sell food products/wares; (4) Estimated attendance will be 200 or more; (5) Purpose of event is a fundraiser; (6) It interferes with parking, safe movement of pedestrians and/or vehicular traffic in the area.

As a condition of this permit approval: residents, churches and businesses in the affected permit area are to be notified of this event. A CERTIFICATE OF INSURANCE and an INDEMNIFICATION AGREEMENT IS REQUIRED FOR THIS EVENT. Additional forms A & B ***must*** accompany this application. Initial processing fees must accompany this application for the review process to begin. All processing fees are non-refundable. *If applicable,* other processing fees are to be determined

Type of applicant: ☐Owner ☐Lessee ☐Operator- operating permit number _____
Contact information of said above _____

Location: _____

Is this public property Y/N private property Y/N
Name of Landlord/Owner of property where the event will take place _____

Activity to take place on (check all that applies): Partial Road Use ☐ Full road closure ☐ Town Road ____ Private Road ____
Heritage Trail ____ Vacant Land ____

► Usage of Heritage Trail requires attached permit #00039 from the Orange Co. Dept. of Parks, Recreation & Conservation

Date(s) of Event _____
Time of Event: From: ____ AM/PM To: ____AM/PM Set-up time: _____AM/PM Take down Time:☐AM/PM

Admission: Open ____ Ticketed ____ Free ____ Charge: ____ Other: ____
Event description/Planned activities _____
_____
(Attach additional sheet if necessary) ►Non-profit (attach tax ID number)

Will event be advertised? Y/N How? _____
(If applicable provide copy of advertisement)

Anticipated Number of: Participants._____ Spectators _____
What age group does your event primarily attract? ☐under10 ☐10-17 018-25 ☐26-35 036-65 ☐ 65+ Dall ages
Provisions for Handicapped Y/N Explain _____
Arrangements to limit the maximum number of people permitted on the site at any one time _____
_____

Will there be sound? Y/N DJ ☐ Karaoke ☐ Band ☐ Recorded ☐ Loud Speakers __

Will food be sold at this event? Y/N If Yes, please explain _____
► All temporary food service operators (vendors) must attach permit #FS-2 from the Orange Co. Dept of Health, 845- 291-2331

Will pyrotechnics be used? Y/N
► If Yes, Attach Permits from the Goshen Fire Department, 845-294-3448

Trash management arrangements: _____
_____

Parking Arrangements. _____
_____

Restroom provisions: Name of Company _____ Phone Number _____
Number of restrooms provided ____

Supply names, addresses and phone numbers of events held by your organization within the past 24 months. (If applicable)
_____
_____
_____

Planning & Zoning Department -- Form A

Applicant Information

Applicant's name: _____ Phone Number _____

Contact person: _____ Phone Number _____

Event Street Address: _____

Event Section ____ Block ____ Lot ____ Event Zoning District _____

Site Map to include, but not limited to: (if applicable)

1. Size of property, Streets/roads or highways abutting event location
2. Location of entry gates and fencing
3. Size and location of parking lots - including handicap accessible - ingress & egress directional
4. Location of Fire Department access road(s)

Site Plan to include, but not limited to: (if applicable)

1. Size of existing buildings or structures to be used at this event
2. Size of buildings or structures of any to be erected for the purpose of event
3. Location of scaffolding, bleacher(s), Grandstand(s) or other related structures
4. Location of staging platforms, press platforms, props or other related structures
5. Size and location of canopy(s} and/or tent(s)
6. Location of First Aid Station
7. Location of booths/tables used for distribution/preparation of food
8. Location of booth/tables used for items to be sold/distributed
9. Location of restroom facilities/disposable sewage units
10. Location of supply, storage and distribution of water
11. Location of electrical source(s) such as: generators, pole tap, overhead cabling, other
12. Location of fire protection extinguishers

I. Event will include Live Animals (Non-Domesticated) Y/N

If Yes, on a separate sheet of paper state: animals involved in any aspect of the event, the number, kind and characteristics of same; and their role in the event, qualifications and experience of those charged with the control and supervision of same.

II. Event will include Overnight Activities Y/N

No large assembly shall take place between the hours of 11:00 p.m. and 7:00a.m. unless the Code Enforcer determines that other hours of operation will not constitute a serious disturbance to the residents in the neighborhood of the site of the outdoor gathering. If the assembly is to continue overnight, camping facilities will be required to be in compliance with all Federal, State and local requirements sufficient to provide camping accommodations for the maximum number of people to be assembled.

1ril'lrirl,1cContactthe Code Enforcement Officer at 845.294.6250 X226 required for application review*****

For Official Use Only:

Site is zoned for this event: YIN

Site requires a Temporary Special Use Permit: YIN

Site requires Planning Board approval: YIN

Site requires Fire Department Approval: Y/N

Site requires safety inspections: Y/N before ☐ during ☐ after ☐

Compliance with NYS Regulations: Fire ____ Electrical ____ Structural ____ Tents ____

Fee: _____

Approve: __

Disapprove: __

Comments:

Code Enforcement Officer

TOWN OF GOSHEN POLICE DEPARTMENT --Form B

44 Police **Drive**
Goshen, **New York 10924**
(845)294-9555 Fax (845)615-1398

Applicant Information

Applicant's name: _____

Contact person (if applicant is an organization) ---------- • _ _

Address_____Phone Number_____

Drivers License # and State_____Business License #_ _ _ _ _ _ _ _

Complete Where Applicable

A. In reviewing applications, the Town of Goshen Police Department may require the applicant to provide internal security to protect operations of activities. Private licensed and bonded security may be used to meet these requirements. **If required and if necessary, police costs/services ($80.00 per Officer-per Hour) are the responsibility of the permit holder.** The Permitted shall promptly report any and all unusual incidents directly to the Town of Goshen Police Department. Unusual incidents include, but are not limited to: damage to Town property, accidents, personal injuries, alcohol consumption and emergencies involving medical personnel.

1. On a separate sheet of paper, list your plans for internal security; include the name of licensed/bonded security agency or number of guards and their names and credentials. It is recommended to provide one (1) clearly identified Security guard for every fifty (50) attendees to be on site starting ½ hour before the event remaining until ½ hour after closing.

B. Ingress/egress of the event location either from a highway, road or street shall not interfere with the activities of people living, working, traveling in the area. Similarly, the event location will not obstruct pathways internally and externally for access by ambulances, fire equipment and other emergency vehicles. The Permitted is responsible for communicating safety terms and conditions, especially permission to use access roads and appropriate parking locations to all guests and to all of their service providers including, but not limited to: caterers, portable toilet company, vendors, band members or DJ, buses etc. Therefore, a safety plan is required to protect public health, safety and property before, during and after said event.

2. On a separate sheet of paper provide a safety plan to include, but not limited to: emergency treatment of any person who might require immediate medical attention, the precautions to be utilized for fire protection- water supply for fire control, number & type of protective devices/extinguishers. A statement that no soot, cinders, smoke, noxious acids, -unusual odors will emanate beyond the perimeters of the property line of assembly. Include a statement from the Goshen Fire Department regarding notification and approval of fire regulations to be observed during the event activities.

C. The excessive noises or the operation of any electronic or other sound-producing device in such a manner or volume as to be plainly, unreasonably audible beyond the property boundaries of the event is prohibited.

3. Should live or recorded music be utilized at the event, on a separate sheet of paper, state a description thereof including any means of broadcast and/or amplification of sound and location of sound equipment.

*******Contact the Town of Goshen Police Chief@845.294.9555 required for application review*******

For Official Use Only:

Site requires Fire Department Approval: Y/N If yes, approval documentation submitted & reviewed

Site requires assistance from the Goshen Police Dept. Y/N

If applicable: Officers Needed _____Start Time_____End Time_____

Fee: $80.00 per Officer-per Hour

Approve __

Disapprove __

Comments:

_____

Police Chief

APPLICANT/SPONSOR RESPONSIBILITIES:

SUBMIT EVIDENCE OF INSURANCE PRIOR TO FINAL PERMIT APPROVAL. PLEASE PROVIDE A CERTIFICATE OF INSURANCE WHICH NAMES THE TOWN OF GOSHEN AS AN ADDITIONAL INSURED AND SHOWS A MINIMUM OF $1MILLION IN COMMERCIAL GENERAL LIABILITY INSURANCE ANO A POLICY ENDORSEMENT WHICH INDEMNIFIES ANO HOLDS HARMLESS THE TOWN OF GOSHEN FROM ANY AND ALL CLAIMS AND JUDGMENT FOR PERSONAL INJURY OR DAMAGE TO PROPERTY RESULTING, DIRECTLY OR INDIRECTLY, FROM THE ACTIVITIES IN CONNECTION WITH WHICH THIS IS ISSUED AND FROM ANY COSTS ANO EXPENSES TO WHICH THE TOWN OF GOSHEN MAY BE SUBJECTED OR WHICH IT MAY SUFFER OR INCUR BY REASON THEREOF. THE APPLICANT FURTHER AGREES TO COMPLY WITH THE PERTINENT PROVISIONS WITHIN THE CODE OF THE TOWN OF GOSHEN. THE APPLICANT HAS READ THE LIST OF SPONSOR, TERMS AND CONDITIONS AND HAS AGREED TO ALL TERMS ANO CONDITIONS THAT APPLY TO THIS APPLICATION.

Signature(s) indicate an agreement to abide by the terms and conditions of this permit and to ensure that service providers and others in my party will abide by these conditions.

NOTARY

State of New York
County of Orange ss:
Town of Goshen

_____, deposes and says that he/she is the true named applicant, or representative of said applicant, that the statements in said application are true.

Signature of Applicant:_____

Subscribed and sworn to before me this _____ day of, _____ 20 .

_____
Commissioner of Deeds/ Notary Public

AGREEMENT

Made as of the day of in the year 20

Between the Town of Goshen, a municipality organized and existing under the Laws of the State of New York,

And the Applicant:

The Town of Goshen and the Applicant agree as set forth below:

Article 1.0

Indemnification

1.1 To the fullest extent permitted by law, the Applicant shall indemnify and hold harmless the Town of Goshen and employee(s) of either of them from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the Applicant's activities, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom, caused in whole or in part by negligent acts or omissions of the Applicant, the Applicant's Agents, anyone directly or indirectly employed by them or anyone whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in the Paragraph 1.0.

1.2 In claims against any person or entity indemnified under this Paragraph 1.0 by an employee of the Applicant, the Applicant's Agents, anyone directly or indirectly employed by them or anyone whose acts they may be liable, the indemnification obligation under this Paragraph 1.0 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Applicant or the Applicant's Agents under Workers' or Workmen's Compensation Acts or other employee benefits acts.

1.3 Applicant waives all rights against the Town of Goshen and their agents, officers, directors and employees for recovery of damages to the extent that these damages are covered by Commercial General Liability Umbrella liability, business auto liability or workers compensation and employer's liability maintained per insurance requirements stated below.

Article 2.0

Insurance Requirements

2.1 The Applicant shall purchase and maintain insurance of the following types of coverage and limits of liability:

Commercial General Liability-Including Contractual	$1,000,000 Each Occurrence
Liability	$2,000,000 Aggregate, PER PROJECT
Worker's Compensation and Employers Liability	$1,000,000 Each Employee
Business Automobile, Including HNOA Umbrella	$1,000,000 CSL per Accident
Liability	$1,000,000

The Town of Goshen is to be named as an additional insured on a primary basis to the Applicant's Comprehensive General Liability using appropriate ISO forms that include Premises Operations Liability, Contractual Liability, Advertising and Personal Injury Liability and Products/Completed Operations Liability, or by using a company specific endorsement that provides equivalent protection.

2.2 Coverages written on an occurrence basis shall be maintained without interruption from date of commencement of the Applicant's activities until termination.

2.3 Certificates of Insurance acceptable to the Town of Goshen shall be filed with the Town of Goshen prior to commencement of the Applicant's activities. The certificates and insurance policies required by Article 2 shall contain a provision that coverage afforded under the policies will not be cancelled or allowed to expire until at least 30 days prior written notice has been given to the Town of Goshen. If any of the foregoing insurance coverages are required to remain in force after Applicant's activities have been terminated, an additional certificate evidencing continuation of such coverage shall be submitted. If any information concerning reduction of coverage is not furnished by the insurer, it shall be furnished by the Applicant promptly.

TOWN OF GOSHEN

_____ _____

BY: BY: Applicant