



INCORPORATED VILLAGE OF POQUOTT

45 Birchwood Avenue | Poquott, NY 11733

Phone (631) 476-4043 / Fax (631) 331-0402 / Website - www.villageofpoquott.com

SPECIAL EVENT PERMIT APPLICATION

The undersigned resident hereby requests permission from the Village of Poquott to utilize Village property to hold an event

Resident/Organization Name:			
Address:			
Telephone:		E-mail:	
Date of Event:	Type of Event:	Time of Event:	
Number of Attendees:		Number of Cars:	
Day of Event Cell Phone 01:		Day of Event Cell Phone 02:	
Will your event require outside Vendor(s):	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, Vendor Insurance Certificate Required for Approval. See Vendor Rules Below.
Name of Vendor(s) :		Type of Business:	
Event Location: <input type="checkbox"/> California <input type="checkbox"/> Walnut <input type="checkbox"/> Trustees Park <input type="checkbox"/> Other: _____			

RULES & REGULATIONS

Applications must be submitted at least four (4) weeks prior to event. Approval and parking regulations will be issued via e-mail.

Permit Holder Responsibilities: Permit holder must be present at the event for the duration of the event and provide a cell phone contact number where they may be reached before, during, and after, the event. Permit holder must ensure that their guests abide by all parking and common area usage guidelines.

Parking: All vehicles will display a special event parking pass issued by the Village Clerk or Code Enforcement. Parking in any lot is limited to 50% of the available spaces to allow other residents adequate parking. Permit Holder will receive parking guidelines in advance of their event. Any vehicle not displaying a special event parking pass or parked outside of designated areas may be ticketed. Please contact Village Hall at least 3 business days prior to your event for special consideration if your parking requirements change.

Permit Holder Liability Insurance: The applicant will be required to furnish the Village a one-day insurance rider for \$1,000,000 covering the day of the event and naming the Village of Poquott 45 Birchwood Ave, Poquott NY 11733 as additionally insured as well as certificate holder.

Vendor Rules: Any outside vendors, food trucks, service providers must provide the village with a Certificate of Liability for \$1,000,000 naming the Village of Poquott 45 Birchwood Ave, Poquott NY 11733 as additional insured and also as the certificate holder. Certificates of Liability must be submitted to Village Hall at least 5 business days prior to event. Food vendors must be Board of Health Approved and able to furnish documentation upon request. Vendors must be pre-paid prior to event. Vendors requesting individual payments from attendees are not permitted.

Leave No Trace: Any items brought to the event not belonging to the Village of Poquott are to be removed from the area immediately following the event. This includes but is not limited to, garbage waste, debris, tables*, chairs*, tents*, cooking equipment*, etc. **Leaving bagged trash next to Village trash bins is not permitted.** *Third party rental equipment must be neatly organized and removed next business day after event.

Security Deposit: A \$250.00 security deposit is required and must be paid not less than two weeks prior to the event. Barring violation of Rules & Regulations, \$150 of the deposit will be refunded within seven (7) days after the next scheduled Board of Trustee meeting following the event. The Village may require a larger deposit for some events and seek compensation for costs or damages in excess of deposit.

The undersigned does hereby Hold Harmless, indemnify and defend the Incorporated Village of Poquott from any and all liability, loss, damage, expenses, claims, suits or proceedings and cause of actions of any kind and nature arising out of the aforementioned Special Event.

I have read and agree to abide with the rules and regulation governing the use of Village Property.

Applicants Signature: _____ Date: _____

THIS SECTION FOR VILLAGE HALL USE ONLY		
Date Received:	Deposit Date:	Date to Code Enforcement:
Approval Date:	Number of Special Parking Permits:	Refund Date: