



# Incorporated Village of Poquott

45 Birchwood Avenue

Poquott, NY 11733

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

Delores Parrish, Mayor

## SPECIAL EVENT PERMIT APPLICATION

Date: \_\_\_\_\_

The undersigned resident hereby requests permission from the Village of Poquott to utilize Village property to hold an event under Village Resolution #R-(15).

Resident/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Date of event: \_\_\_\_\_ Type of event: \_\_\_\_\_ Time of Event \_\_\_\_\_

Number of Attendees \_\_\_\_\_ Number of Vehicles \_\_\_\_\_

Will your event require outside Vendor(s):  Yes  No. If yes, a Certificate of Insurance naming the Village is required.

Name of Vendor: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Location of Event:

California Park  Mayors Park  Walnut Park  Village Hall  Trustees Park  Other \_\_\_\_\_

### **RULES and REGULATIONS:**

**Parking in Village Park Lots** – All vehicles will display a special permit 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. Any vehicle not displaying a special permit will be ticketed.

**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 as insured.

**Notification** – The applicant must submit application four weeks prior to the event.

**Security Deposit** – A \$150.00 security deposit is required. This is to insure that the park will be left clean after the event and in compliance with other requirements of the Village. After Board approval the deposit will be refunded within seven (7) days after the next scheduled meeting of the Board of Trustee of the Village of Poquott following the event.

**Note:** 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.

Permission to use Village property will be approved by the Board of Trustees at the Village Board meeting following the application date. Failure to comply with the above requirements may jeopardize future approval use of a Village Park.

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

Applicants Signature \_\_\_\_\_

Approved by Board of Trustees \_\_\_\_\_ Date \_\_\_\_\_