

# Town of Clifton Park

## SPECIAL EVENT

### PARK PERMIT APPLICATION



Please print **clearly** and fill out all pages of this form **completely**. Thank you.

Outdoor Special Event Park permits are required for any event that will be conducted on Town property that meets one or more of the following criteria:

- Attendance is expected to be 200 or more;
- Requires Town personnel;
- Uses outside vendors such as concessions, entertainment, pony rides, etc.; and
- Includes temporary structures such as tents, dunk-tanks, porta-johns etc.

#### ORGANIZATION INFORMATION

ORGANIZATION:		TODAY'S DATE:	
ADDRESS:			
CONTACT NAME:		PHONE:	
EMAIL:		FAX:	
IS THIS ORGANIZATION A NOT-FOR-PROFIT?	Yes _____	No _____	IF YES, PLEASE PROVIDE EIN.

#### EVENT INFORMATION

NAME AND DESCRIPTION: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

TITLE OF EVENT: \_\_\_\_\_

EVENT LOCATION (BE SPECIFIC): \_\_\_\_\_

EXPECTED ATTENDANCE (INCLUDING EVENT CREW, PARTICIPANTS AND SPECTATORS): \_\_\_\_\_

TYPE OF EVENT (PARADE, RACE, FAIR): \_\_\_\_\_

---

EVENT DATE: \_\_\_\_\_

TIME EVENT WILL BEGIN: \_\_\_\_\_      TIME EVENT WILL END: \_\_\_\_\_

SET-UP TIME WILL BEGIN: \_\_\_\_\_      CLEAN UP/BREAK DOWN WILL END: \_\_\_\_\_

**EVENT COMPONENTS**

PLEASE CHECK ALL ITEMS BELOW THAT APPLY TO YOUR EVENT AND INCLUDE ANY ADDITIONAL DETAILS IN THE SPACE PROVIDED.

\_\_\_\_\_ AMPLIFIED SOUND/PA OR AUDIO SYSTEM \_\_\_\_\_

\_\_\_\_\_ COOKING W/CHARCOAL, PROPANE OR OTHER \_\_\_\_\_

\_\_\_\_\_ DISPLAYS OR EXHIBITS: HOW MANY? \_\_\_\_\_

\_\_\_\_\_ ELECTRICITY REQUEST \_\_\_\_\_

\_\_\_\_\_ FUNDRAISING EVENT \_\_\_\_\_

\_\_\_\_\_ TENTS ERECTED: HOW MANY? \_\_\_\_\_

\_\_\_\_\_ STAGE REQUEST \_\_\_\_\_

\_\_\_\_\_ VEHICLES USED DURING COURSE OF EVENT \_\_\_\_\_ PLEASE SPECIFY: \_\_\_\_\_

\_\_\_\_\_ ADMISSION FEE TO ENTER EVENT \_\_\_\_\_

\_\_\_\_\_ ENTRY FEE TO PARTICIPATE IN EVENT \_\_\_\_\_

\_\_\_\_\_ PROVIDING FOOD & DRINK FOR FREE \_\_\_\_\_

\_\_\_\_\_ FOOD SALES: HOW MANY VENDORS \_\_\_\_\_

\_\_\_\_\_ MERCHANDISE SALES: HOW MANY VENDORS \_\_\_\_\_

\_\_\_\_\_ WATER ACCESS REQUEST \_\_\_\_\_

PLEASE USE THE ADDITIONAL LINES TO PROVIDE THE NAME(S), HOME ADDRESS(ES), AND PHONE NUMBER(S) OF ANY PERSON ASSOCIATED WITH THE EVENT THAT MIGHT HAVE OVERSIGHT RESPONSIBILITY OTHER THAN THE APPLICANT:

---

---

---

---

---

---

---

---

---

---

**ADDITIONAL PROVISIONS (IF APPLICABLE)**

TRASH & CLEAN-UP OF EVENT AREA: \_\_\_\_\_

---

FIRST AID PROVISIONS: \_\_\_\_\_

---

**FOR APPLICATIONS FOR 5K**

WILL YOU BE USING THE TOWN RECOMMENDED 5K ROUTE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF NO, PLEASE ATTACH MAP OF ROUTE.

**PRIOR TO YOUR EVENT, YOU WILL BE RESPONSIBLE FOR THE FOLLOWING:**

PROVIDE A CERTIFICATE OF INSURANCE NAMING THE TOWN AND ITS EMPLOYEES AS ADDITIONALLY INSURED DURING THE TIME OF YOUR EVENT. \_\_\_\_\_ (INITIAL)

DATE RECEIVED AND DISTRIBUTED:

PROVIDE A MAP OF THE EVENT AREA CLEARLY INDICATING THE STAGING AREA, VENDORS, SANITARY & TRASH FACILITIES, WATER TENTS/ TABLES, FIRST AID STATIONS, PARKING LOTS, AND TRANSPORT ROUTES (IF APPLICABLE). \_\_\_\_\_ (INITIAL)

DATE RECEIVED AND DISTRIBUTED:

PROVIDE A COPY OF A NEW YORK STATE DEPARTMENT OF HEALTH FOOD VENDOR PERMIT (IF APPLICABLE). \_\_\_\_\_ (INITIAL)

DATE RECEIVED AND DISTRIBUTED:

CONTACT SARATOGA COUNTY SHERIFF'S OFFICE AND THE NEW YORK STATE POLICE REQUESTING ASSISTANCE WITH MAJOR ROAD CROSSINGS. \_\_\_\_\_ (INITIAL)

DATE RECEIVED AND DISTRIBUTED:

NOTIFY JONESVILLE FIRE DEPARTMENT AND CLIFTON PARK-HALFMOON EMS OF EVENT. \_\_\_\_\_ (INITIAL)

DATE RECEIVED AND DISTRIBUTED:

EMERGENCY SERVICES PLAN (IF APPLICABLE, TO BE DETERMINED DURING REVIEW PROCESS). \_\_\_\_\_ (INITIAL)

DATE RECEIVED AND DISTRIBUTED:

**PERMIT FEES**

<b>Per Sports Field or Picnic Area</b>	<i>Monday-Thursday</i> Resident/Not-for-Profit/K-12	\$12/hr
	<i>Friday-Sunday</i> Resident/ Not-for-Profit /K-12	\$15/hr
	<i>Monday-Thursday</i> Colleges/Univ., Town Businesses	\$17/hr
	<i>Friday-Sunday</i> Colleges/Univ., Town Businesses	\$20/hr
	Lighted Field	Additional \$25/field/game
	Arena Field West	\$75/hr
	Arena Field South Upper (closer to Senior Center)	\$75/hr
	Arena Field South Lower (closer to baseball fields)	\$75/hr
	Stage Field	\$75/hr
	Stage (includes backstage and electricity)	\$150/hr
	Food Vendor Fee	\$100
	Electrical Hook Up (food vendor)	\$100
Water Hook Up	\$100	
<b>Staff</b>	Security	\$35/hr, min 3 hours
	Buildings and Grounds	\$35/hr, min 3 hours \$75/hr min 3 hours if holiday or weekend
	Parks & Recreation	\$35/hr, min 3 hours \$75/hr min 3 hours if holiday or weekend

## PERMITS ARE GOVERNED BY THE FOLLOWING GUIDELINES:

1. Bounce houses are not permitted in any Town park.
2. Alcohol is not permitted to be sold or served at event.
3. Any event expecting 200 or more individuals will be required to rent portable toilets, at the ratio of 1 (one) portable toilet per 200 people.
4. All fees due must be paid within two weeks after invoicing but not less than 5 working days prior to the event. No permit will be issued until all necessary paperwork has been completed and all fees paid.
5. The Office of Parks and Recreation has first priority in scheduling events in all parks and / or facilities. All dates are reserved on a first come, first served basis. Event dates are not confirmed until an event application has been received and approved. An event permit will not be issued until all related fees have been paid.
6. If the event will include elements added to Park Facilities, such as staging, tents, rides, booths, etc., a certificate of insurance must be submitted with this Permit Application. The policy must be in force for the duration of the Event and be issued by an insurance company licensed to do business in New York State, specifying public liability and property damage insurance with a single limit of not less than one million dollars (\$1,000,000), naming the Town of Clifton Park as additionally insured. No permit will be issued unless this certificate has been received. The Office of Parks and Recreation may require additional coverage based on the scope of the event.
7. Any changes to the event description submitted with this Permit Application must be submitted in writing to the Parks and Recreation office. Any aspect of the event not fully described in the Permit Application or an addendum submitted in accordance with this paragraph will not be covered by the permit or allowed in Park facilities.
8. Any event that has an impact to the roads outside of the rented Park Facility will also need approval from the Highway Department.
9. All events held on Town of Clifton Park property must fit within the following guidelines:
  - The proposed activity or use of the Park must not unreasonably interfere with or detract from the general public's enjoyment of the Park.
  - The proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety, and recreation.
  - The proposed activity or use will not include violence, crime, disorderly conduct, or obscene language.
10. All special events requesting permission to have amplified music will be considered on a case by case basis. Town staff shall have the right to request a lowering of sound levels, or to stop the performance if deemed absolutely necessary and in the best interest of the immediate neighborhood.
11. It is the permit holder's responsibility to return the park to the condition it was in prior to the permitted event or pay fees related to returning property to condition prior to event. Permit holders are responsible for ALL clean up after each event. The Town of Clifton Park reserves the right to require any permit holder of events where we determine an anticipated attendance of 1,000 or more, to post a \$500 - \$5000 deposit depending on size of event. The posting of a deposit does not relieve the Event permit holder from the responsibility for performing all clean up and correcting all damage relating to any Event. The permit holder agrees to reimburse the Board for all costs incurred in performing cleanup and repairs which, in the judgment of the Board, the permit holder has failed to perform. Cleanup and repair costs shall accrue at the rate of \$25 per man-hour with a minimum of 3 hours. If cleanup or repair takes place on a holiday the cost shall accrue at the rate of \$75 per man-hour with a minimum of 3 hours. These rates do not include any additional cost of cleaning supplies, basic landscaping materials and the like. The permit holder's deposit will be applied to cleanup and repair costs accruing under this paragraph. In addition, the permit holder agrees to reimburse the Board for cleanup, repair and material costs accruing under this paragraph that exceed \$500. Unused portion of a deposit, if any, will be refunded to permit holder.
12. The Office of Parks and Recreation reserves the right to require permit holders to pay for Town Security that it deems necessary to assure the safety of the public and park facilities, to be paid at the rate of \$35 per man-hour with a minimum of 3 hours.
13. Permit holders must adhere to all ordinances, rules and regulations of the Office of Parks and Recreation, and the Town of Clifton Park. Applicants must obtain all necessary permits before an application is approved and an event permit is issued. Parks & Rec staff will make every effort to inform Event Organizer of all related permits based on information in this application. Examples of other necessary permits include tent permit and NYS DOH permit

I have read the Town of Clifton Park rules and the above special conditions and agree to abide by them. I understand there is a **no refund policy** on this rental.

**Indemnity:** \_\_\_\_\_ (NAME) agrees to indemnify and hold the Town, it's officers, employees, representatives and/or agents harmless with respect to any and all claims, causes of action, suits, proceedings, damages, liabilities, losses, costs and expenses, including third party claims or actions and attorneys' fees, in connection with loss of life, personal injury and/or any loss of life, personal injury and/or property damage which may arise from and as a result of the negligent acts or omissions of \_\_\_\_\_ (NAME) or others associated in some way therewith, during or arising out of the use of any park facility located in the Town of Clifton Park, County of Saratoga, State of New York on \_\_\_\_\_ (DATE).

As the applicant, I hereby accept and understand the responsibility to oversee all contractors, vendors or parties affiliated with the event and to ensure compliance with all policies, rules and regulations, and guidelines of the Office of Parks and Recreation and the Town of Clifton Park.

APPLICANT SIGNATURE:

Please return this completed form to:

Office of Parks and Recreation

1 Town Hall Plaza

Clifton Park, NY 12065

Fax: 518-545-4284

\*\*\* FOR TOWN PURPOSES ONLY \*\*\*

DEPARTMENT	COMMENTS	APPROVED BY	DATE
BUILDINGS & GROUNDS	FEES FOR STAFFING: _____ FEES FOR TRASH REMOVAL: _____ PORT-A-JOHN RENTAL: _____ OTHER:		
PUBLIC SAFETY	FEES FOR SECURITY: _____ OTHER:		
HIGHWAY	OTHER:		
TOWN BOARD	RES. NO. _____ OF 2023		
PARKS & RECREATION	APPROVAL: YES _____ NO _____ TOTAL APPLICANT FEE: _____ INVOICE SENT: _____ DATE FEE PAID _____ METHOD OF PAYMENT _____ PERMIT MAILED TO APPLICANT: _____		