



**THE CITY OF NEWBURGH
PERMIT APPLICATION**

83 Broadway
Newburgh, NY 12550
Telephone: 845 569-7301
Fax: 845-569-7546

1. Check where applicable. Complete all questions. Print or type
2. \$50.00 fee must be submitted with application.
3. Permit must be submitted at least two weeks prior to event.

1. **NAME OF ORGANIZATION:** _____
2. **TYPE:** not for profit _____ community _____ church _____ club _____
3. **ADDRESS:** _____
4. **TELEPHONE:** _____ **DATE OF PERMIT SUBMISSION:** _____
5. **NAME OF OFFICER OR DIRECTOR:** _____
6. **CONTACT PERSON:** _____ **SAME** _____
TITLE: _____
7. **ADDRESS:** _____
8. **TELEPHONE** _____ **FAX:** _____
EMAIL _____
9. **REASON FOR PERMIT:** _____

10. **LOCATION (exact):** _____

11. **DATE OF ASSEMBLY:** _____ **time** _____

12. **PLANNED ACTIVITIES:** _____
Talent _____
Table Games (specify type): _____
Water Games (i.e. sprinkler): _____
Amusement Rides (specify type): _____
Parade (include route): _____

Animals (specify type): _____
Ministry: _____ **Rally:** _____ **Music:** _____ **Live or recorded music:** _____
Location of music: _____

MUST BE IN ACCORDANCE WITH THE CITY'S CODE OF ORDINANCES. NO ELECTRONIC AMPLIFICATION IS ALLOWED. SEE ALSO PERMIT CONDITIONS.

13. **Other (explain):** _____ WILL GET GENERATOR
14. **Admission charge:** Yes _____ No _____
15. **Sanitary Facilities:** Yes _____ No _____ Type and location: _____
16. **Special Requests (i.e. barricades)** _____
17. **Estimated number of participants:** _____
 Age Groups: Young children _____ Adolescents _____ Adults _____
18. **Security to be provided:** _____
19. **Has the applicant previously sought permits for assemblies in public places?**
 Yes _____ No _____ If so, state when and where: _____

LOCAL LAW #1-2019 PROHIBITS SMOKING ON CITY PROPERTY UNLESS A DESIGNATED SMOKING AREA IS REQUESTED AND PROPOSED BY THE APPLICANT AND APPROVED BY THE CITY

20. **Will there be a designated smoking area?** Yes _____ No _____
If yes, please identify the locatin and how it will be marked for participants:

PERMIT CONDITIONS

All persons holding any event under a permit issued under this article or which would be within this article, although a permit was not obtained, shall be responsible for the following:

- 1. After the conclusion of the event, cleaning the area used for the event, removing all rubbish, trash garbage and debris, and returning said area to substantially the same condition it was prior to said event.**
- 2. Paying to the City of Newburgh the cost of repairing or replacing any City Property damaged during the course of the event.**
- 3. During an event, the use of mechanical or electrical amplification equipment for the playing music, speaking or other purposes shall be forbidden between the hours of 11 p.m. and 10 a.m. within 2,000 feet of any residence and shall be forbidden within 2,000 feet of any house of worship during the conducting therein of any worship service. All other municipal ordinances relating to noise shall remain in full force and effect.**

INSURANCE REQUIREMENTS

A certificate of Liability Insurance, covering the event to be held must be approved by the Corporation Counsel. The City of Newburgh must be a named as an additional insured on the Certificate with the limits of liability of at least one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) aggregate for bodily injury and fifty thousand dollars (\$50,000) for each occurrence and one hundred thousand dollars (\$100,000) aggregate for property damage. In instances where, in the judgment of the City Manager, unusual risk of liability are present, he may require a sufficient additional amount of insurance to indemnify the City against the additional risk of loss. The policy must be written by a company authorized to do business in New York State and must be acceptable to the City Manager.

APPLICATION REGULATIONS FOR PROCESSING

The application required by Section 17-132 must be filed with the Office of the City Manager at least two weeks prior to the date on which the event is sought to be held. The application shall be reviewed by the Police Department, Fire Department, Department of Public Works and Recreation, who may recommend approval or disapproval. The Corporation Counsel shall review and approve, and upon payment of the required fee, the City Manager may approve the application and issue the permit subject to such conditions as are imposed by this article or in his discretion to protect the public health, safety, convenience and welfare.

THIS IS TO CERTIFY THAT I HAVE READ AND UNDERSTOOD THE WITHIN DESCRIBED CONDITIONS SET FORTH IN THE ORDINANCE AND WILL COMPLY AND OBSERVE ALL REGULATIONS AND LAWS AS STATED WITHIN THIS ORDINANCE FOR ASSEMBLIES IN PUBLIC PLACES.

Applicant Signature _____
Date

If organization, state name of organization and applicant's title in the organization:

Organization _____
Title

FOR OFFICE USE ONLY

Permit Fee Payment:

Date _____ Receipt No. _____ N/A _____

Certificate of Insurance:

Date: _____ Approved: _____ Disapproved: _____ Not Required _____

CORPORATION COUNSEL

Date	Department Name/Title	Recommendation		Adjustment
_____	Codes _____	Yes ____	No ____	_____
_____	Fire _____	Yes ____	No ____	_____
_____	Police _____	Yes ____	No ____	_____
_____	DPW _____	Yes ____	No ____	_____
_____	Recreation _____	Yes ____	No ____	_____

CITY MANAGER: approved _____ denied _____

Todd Venning
City Manager

DATE