



THE CITY OF NEWBURGH

PERMIT APPLICATION

83 Broadway
Newburgh, NY 12550
Telephone: 845-569-7311
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:** _____
12. **START TIME:** _____ **END TIME:** _____

13. **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.

14. **Other (explain):** _____ **WILL GET GENERATOR**

15. **Admission charge:** Yes _____ No _____

16. **Sanitary Facilities:** Yes _____ No _____ **Type and Location:** _____

17. **Special Requests (i.e. barricades):** _____

18. **Estimated number of participants:** _____

Age Groups: Young children _____ Adolescents _____ Adults _____

19. **Security to be provided:** _____

20. **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

21. **Will there be a designated smoking area?** Yes _____ No _____

If yes, please identify the location 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 11p.m. and 10 a.m. within 2,000 feet of any residence and shall be forbidden within 2,000feet 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 COMPLYAND 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