



# TOWN OF ORCHARD PARK

## APPLICATION FOR PERMISSION TO HOLD SPECIAL EVENT

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE: (CELL) \_\_\_\_\_ (HOME/Work) \_\_\_\_\_

FOR PROFIT: \_\_\_\_ NON-PROFIT: \_\_\_\_ PROVIDE TAX ID#: \_\_\_\_\_ (STATUS 501C-3: \_\_\_\_)

THE EVENT: \_\_\_\_\_

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

DATE OF EVENT: \_\_\_\_\_ TOTAL PARTICIPANTS EXPECTED: \_\_\_\_\_

TIME OF EVENT: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

☐ RACE OR WALK PROVIDE MAP AND ROUTE including Start & Finish Points ☐ Not Applicable

**APPLICATION (non-refundable): \$75.00** Date Paid \_\_\_\_\_ Payment Type \_\_\_\_\_ Clerk Initials \_\_\_\_\_

(A.0000.1289) Date of Town Board Agenda: \_\_\_\_\_

☐ CERTIFICATE OF LIABILITY INSURANCE ☐ Not Applicable

### ADDITIONAL SERVICES REQUESTED

**BUILDING INSPECTOR: (3.0000.2590)** ☐ YES ☐ Not Applicable Total \$ \_\_\_\_\_

TENT OPERATING PERMIT NEEDED (\$50.00) \_\_\_\_\_

FIREWORKS OPERATING PERMIT NEEDED (\$75.00) \_\_\_\_\_

**POLICE: (PS.0000.1520.0003)** (fee is minimum 2 hours) ☐ YES ☐ Not Applicable Total \$ \_\_\_\_\_

WITH CAR (\$110 hr) \_\_\_\_\_ WITHOUT (\$90 hr) \_\_\_\_\_ (PRIVATE HIRE) \_\_\_\_\_

Note: \_\_\_\_\_

**HIGHWAY: (DA.0000.2770.0001)** ☐ YES ☐ Not Applicable Total \$ \_\_\_\_\_

FENCING: \_\_\_\_\_

BARRICADES /LOCATION: \_\_\_\_\_

CONES: \_\_\_\_\_

OTHER: \_\_\_\_\_

**FEES: Additional Town / Village Fees May apply**

**TOTAL FEES: \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_**

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR THE ABOVE DESCRIBED SPECIAL EVENT,  
AND AGREE TO BE BOUND BY THE TERMS HERIN STATED.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

### Office Use Only Town Department Approval/ Denial

Department:

TOWN BOARD Approved \_\_\_\_ Denied \_\_\_\_ Date \_\_\_\_ BUILDING Approved \_\_\_\_ Denied \_\_\_\_ Date \_\_\_\_

POLICE Approved \_\_\_\_ Denied \_\_\_\_ Date \_\_\_\_ HIGHWAY/PARKS Approved \_\_\_\_ Denied \_\_\_\_ Date \_\_\_\_

☐ RECREATION To be Notified ☐ VILLAGE To be Notified

☐ EMERGENCY DISASTER CO-ORDINATOR To be Notified

**FINAL APPROVAL IS AT DISCRETION OF OP TOWN AND/OR VILLAGE BOARD**

**TOWN CLERK TOWN BOARD APPROVAL CONTACTED APPLICANT: Date: \_\_\_\_\_**