



# 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) \_\_\_\_\_

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

DATE OF EVENT \_\_\_\_\_ # OF PARTICIPANTS: \_\_\_\_\_

TIME OF EVENT START: \_\_\_\_\_ TIME OF EVENT FINISH: \_\_\_\_\_

☐ 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

RECREATION CENTER RENTAL AT GREEN LAKE: \$250/DAY Date Paid \_\_\_\_\_ Payment Type \_\_\_\_\_  
(A2001.000)

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

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

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

### OFFICE USE ONLY: ADDITIONAL SERVICES TO BE DETERMINED BY TOWN DEPARTMENTS

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

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

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.0000.2770.001) ☐ YES ☐ Not Applicable Total \$ \_\_\_\_\_

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

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

FEES: Additional Town/Village Fees May Apply

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

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

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

TO BE NOTIFIED: ☐ RECREATION ☐ VILLAGE ☐ EMERGENCY DISASTER COORDINATOR

☐ APPLICANT NOTIFIED Date: \_\_\_\_\_

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