

Town of Newstead

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**SPECIAL EVENT PERMIT
APPLICATION**



SBL#

for office use only
PERMIT NUMBER

Insurance

NAME OF FACILITY/PROPERTY: _____

NAME OF EVENT (as appears in advertising): _____

SPECIFIC LOCATION OF EVENT: _____

TYPE OF EVENT (fair, race, fireworks, etc.): _____

- **FIREWORKS** size/quantity of projectiles being launched: _____

Attach a road map or sketch showing location of event using name and address of a facility, property, roads, landmarks, etc. which must show the following:

- (a) _____ Location of parking facilities indicating number of parking spaces being provided for
- (b) _____ Location of toilet facilities including location of port-o-potties
- (c) _____ Location of entrances where public is to enter onto site and exit the site
- (d) _____ Location of vendor facilities including booths and food service facilities
- (e) _____ Location of all adjacent residential structures
- (f) _____ Information on where vehicles are to be parked during such event and any additional traffic control measures that are to be undertaken to deal with additional traffic into the facility.

Facility Owned by: _____

Address: _____

City, State, Zip _____

Phone # _____

Event Operated by: _____

Address: _____

City, State, Zip _____

Phone # _____

EVENT DATE(S) _____

EVENTS TIME(S) _____ **AM**

_____ **PM**

Traffic controlled by: _____

Anticipated Peak
Attendance on
Site at Any One
Time # _____

A Special Event is preplanned to occur within the Town of Newstead attended by 50 persons. Private parties, weddings, etc. are excluded provided all parking is on private property and on one side of public right of ways (ex. Golf tournaments at golf courses). Permit fee is for single event, or a series of special events, provided each is conducted at same location with similar conditions. Fee waived for community-wide celebrations such as 4th of July celebration. Must comply with NYS Fire Codes 403.1 and 403.2.1

Security provided by: _____

of personnel: _____

FOR OFFICE USE ONLY:

Reviewed by Fire Chief: _____

Date: _____

Approved by: _____

David Miller, Code Enforcement Officer

PERMIT FEE: \$

Cash _____ Check # _____ Credit _____
(Check payable to "Town of Newstead")

Permit Issued On: _____

Date