



City of Elmira
 Office of the City Clerk
 Phone: (607) 737-5672
 http://www.cityofelmira.net

APPROVED

317 E. Church Street
 Elmira, NY 14901
 Fax: (607) 737-5783

Special Events Permit Application

REQUIRED: Applications are due 90 days prior to the start of the event

**REQUIRED: ALL APPLICATIONS MUST BE COMPLETED AND APPROVED
 30 DAYS PRIOR TO THE EVENT DATE**

A. EVENT INFORMATION

1. Name of Event: _____
2. Sponsor: _____
3. Location: _____
4. Date/day of Event: _____ 5. Setup Time: _____ 6. Breakdown Time: _____
7. Hours of Operation: _____ 8. Estimated Crowd Size: _____

B. CONTACT INFORMATION

1. Name: _____ 2. Address: _____
3. Title: _____ 4. Phone: _____
5. Name: _____ 6. Address: _____
7. Title: _____ 8. Phone: _____
9. Can this information be published on the web so that the public can reach you about your event?
 Yes No

C. VENDOR INFORMATION

Event will include: *(check all that apply)*

- Food Vendors: Number of Vendors: _____ @ \$15.00 per vendor
VENDOR INSURANCE CERTIFICATE REQUIRED
- Non-Food Vendors: Number of Vendors: _____ @ \$10.00 per vendor
VENDOR INSURANCE CERTIFICATE REQUIRED
- Fireworks: Name of Company: _____ **POLICE SECURITY REQUIRED**
 YOU MUST COMPLETE A FIREWORKS PERMIT – Contact Inspection Services at (607) 737-5653

APPLICATION MUST BE ACCOMPANIED BY THE \$50.00 APPLICATION FEE AND INSURANCE CERTIFICATE IN THE AMOUNT OF ONE MILLION DOLLARS (\$1,000,000) PER OCCURRENCE, ONE MILLION DOLLARS (\$1,000,000) AGGREGATE. INSURANCE CERTIFICATE MUST NAME **"THE CITY OF ELMIRA, ITS OFFICERS, AND EMPLOYEES AS ADDITIONAL INSURED ON A PRIMARY BASIS"**. NOTHING ELSE WILL BE ACCEPTED.

FOR OFFICE USE ONLY: DO NOT WRITE IN THIS BOX

Notes:

Security Deposit _____	Site Review _____
Insurance Certificate _____	Final Review _____
Departments Notified _____	Health Permit _____

D. DEPARTMENT OF PUBLIC WORKS INFORMATION

1. Barricades: Location: _____
[] Yes [] No Note: Organizer is responsible for setup and breakdown of barricades.

2. Playing Fields: Name of Fields: _____
[] Yes [] No

3. Receptacles: How many: _____ Location: _____
Dumpsters: How many: _____ Location: _____
Note: Organizer is responsible for ALL Trash Removal.

E. TRAFFIC COORDINATING BOARD INFORMATION

1. Police Security: Location: _____
[] Yes [] No Note: Event organizer is responsible for police security overtime.

2. Street Closing: Location: _____
[] Yes [] No Note for event organizer: Prior to event, please notify all area businesses and/or residences of all street closings and copy the City Clerk.

3. Describe streets to be closed and location of barricades (or attach map)
[] See Attached Map

F. ADDITIONAL INFORMATION ABOUT YOUR EVENT

1. Utility Use: Location: _____
[] Electric **\$10.00 Fee**
[] Other _____
Note: Please pick up key for restrooms and electric from the City Clerk's office prior to your event.

2. Request for the use of the Eldridge Park Corporate Pavilion:
[] Yes [] No
Contact: Eldridge Park Carousel Society at (607)732-8440

3. Hydrants: Location: _____
[] Yes [] No It is the Organization's responsibility to contact the Elmira Water Board and pay water fees directly to them.

4. Location of Vendors using cooking facilities and type of fuel to be used:
Location: _____
Fuel: _____

5. Request for Fire Apparatus and Reason:
[] Yes [] No Apparatus: _____
Reason: _____
Location: _____

G. PROMOTIONAL INFORMATION ABOUT YOUR EVENT

The City of Elmira posts Special Events on the City’s website at <http://www.cityofelmira.net>. This service is provided free of charge and is for the benefit of the citizens of Elmira. Events which are deemed unsuitable for publication will not be posted. Please complete this section to assist us in promoting your event on the City website.

1. Is it ok to post this event on the website? [] Yes [] No

2. Is it ok to post the contact(s) name and phone number on the website? [] Yes [] No

3. What is your email address? Is it ok to post this address on the website? [] Yes [] No

email address _____

4. Please provide a short description of the event (for the city’s website). Include important information that would make the event interesting to the public; Such information as activities, music, kids entertainment, food, prizes, prices, items to bring (e.g. lawn chairs), registration times and locations, activity times and locations:

5. Request for use of picnic tables
[] Yes [] No organizer is responsible for placement of tables

H. RESTRICTIONS (Unless otherwise approved by the City Manager)

- 1. No overnight camping is allowed in parks except for authorized security personnel.
- 2. No unlicensed gambling or illegal games of chance.
- 3. No glass containers.
- 4. No open fires.
- 5. All local laws, ordinances, and regulations must be adhered to.

I. SIGNATURE AND FEES

WE THE UNDERSIGNED ACKNOWLEDGE RECEIPT OF THE SPECIAL EVENTS POLICY OF THE CITY OF ELMIRA AND DO AGREE TO ABIDE BY THE SPECIAL EVENTS POLICY AS SET FORTH.

Signature: _____ Date: _____

Approximate cost of this event (*only the application fee is due at this time*)

_____ Application Fee

_____ for food vendors

_____ for non-food vendors

_____ for use of electricity

_____ APPROXIMATE TOTAL

Return this application to:

**City Clerk’s Office
317 E. Church Street
Elmira, NY 14901**

Be sure to include the \$50.00 application fee and the insurance certificate.

Checks may be made out to City of Elmira.

This document can be completed online at:
<http://www.cityofelmira.net/>