



## **CITY OF BEACON SPECIAL EVENTS PERMIT INFORMATION & APPLICATION**

If you are considering planning a special event or block party in the City of Beacon, please review the special events permit application and instructions **before** you begin completing the application form. It is the policy of the City of Beacon to encourage the occurrence of special events that enhance quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors, and contribute to the dynamic atmosphere of the community. It is the City's intent to offer applicants support in planning a variety of safe and successful events that will serve diverse audiences and will create minimal disruption to surrounding areas. All special events and block parties must adhere to the requirements contained in §211-13.2 of the Code of the City of Beacon, which can be found online [here](#). A Special Events Permit Application can be found online at [here](#) on the City of Beacon's website [www.cityofbeacon.org](http://www.cityofbeacon.org) or can be picked up at City Hall Offices located at One Municipal Plaza Beacon, New York 12508.

### **What is a “special event”?**

An event which requires the closure of a public street, or the usage or closure of another public place or park, which involves:

- Public entry; or
- Vending of food, drink or merchandise; or
- Public entertainment; or
- A moving athletic event like a race or walk; or
- An outdoor event on private property which is open to the public and due to its size and activities:
- Has a significant impact on the surrounding streets and neighborhoods; or
- Requires special police or fire attention or the use of other special City services or facilities.

### **What is a “block party”?**

A "block party" is an event which requires the closure of one block, from intersection to intersection, of a street in a residential area, through the use of barricades, at the request of and for the benefit of the immediate residents of the neighborhood.

### **How long does the process take?**

Applications must be reviewed carefully by the City. This process takes about 2 weeks. A planning meeting may be required, therefore

**APPLICATIONS SHOULD BE SUBMITTED AT LEAST 60 DAYS BEFORE THE EVENT**

**DATE TO ALLOW FOR PROCESSING**

**APPLICATIONS RECEIVED LESS THAN 30 DAYS BEFORE THE EVENT MAY  
NOT BE ACCEPTED**

For additional information please contact Lisa Edelson at [cityofbeacon@cityofbeacon.org](mailto:cityofbeacon@cityofbeacon.org) or 845-838-5010.

Planning meeting:	Added to Calendar:	Event:
Estimate given:	Invoice sent:	Date of Event:
Deposit paid:	Balance paid:	<input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>DENIED</b>

---Above for office use only---

**CITY OF BEACON  
SPECIAL EVENTS PERMIT APPLICATION  
APPLICANT INFORMATION**

Primary Contact Name:	Primary contact phone number:
Address:	Email:

**ORGANIZATION INFORMATION**

Sponsoring Business or Organization:	Address:
Phone:	Email Address:
Tax ID/EIN:	Nonprofit status: <input type="checkbox"/> Copy of IRS determination letter for nonprofit status <b>must</b> be attached

Event Name:

Date:	Start time:	End time:
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Event location:

Streets closures:  **YES**    **NO**      Please list requested streets from cross street to cross street:

Street name:	From:	To:
Street name:	From:	To:
Street name:	From:	To:

**A detailed site plan, including, but not limited to, the location or route of the activities to be conducted, including the part of the street to be closed and the method of closure and any entrances or exits; the location of parking, bathrooms or other facilities; and the location where any activities listed above are to be conducted MUST be attached to this application.**

Description and Purpose of Event:

Will you be charging admission? <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	If yes, please describe:
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Have you held this or a similar event before? <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	If yes, where?	Is event open to the public? <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
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Type of event (check all that apply):

**Parade/Procession**    **Fun Run/ Walk**    **Festival/Celebration**    **Carnival/Street Fair**    **Sporting event**

**Concert/Performance**    **Commercial event**    **Charitable event**    **Other:**

**EVENT INFORMATION**



## CITY OF BEACON SPECIAL EVENTS PERMIT

Preparation/set up date:	Start time:	
Clean-up date:	Start time:	End time:
Number of event staff & volunteers:	Estimated number of participants/attendees:	
Description of staging/pre-event gathering and finish areas (if applicable):		
Will alcohol be served? <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <b>If yes, please attach all appropriate documentation of necessary permits and insurance.</b>		
What is the parking and transportation plan for the event, both for residents of the affected area and for event participants and attendees?		
Number of Sanitary/toilet Facilities: Specify their locations on your Site Plan.	Sanitary/toilet Service Provider's Name:	
Litter/trash removal plan:	Trash Service Provider:	
Plan for emergency services:	Emergency services provider:	
Please read and initial to indicate you understand and agree to the following:		
<p>_____ Streets/roads involved (or route for race/parade) are indicated on event map &amp; attached to this application.</p> <p>_____ Streets or parking lots may only be barricaded for the date and hours specified above.</p> <p>_____ The event sponsor will notify all residents, businesses and properties that may be impacted by street closures or activities via regular mail within seven days of submitting a permit request. Notice must be provided to properties located within 200 feet of the event or route. <b>Proof of this must be submitted to City Hall.</b></p> <p>_____ Any resident or business may contact City Hall or the Chief of Police to object to the special event by no later than 10 days after the date of the notice. No less than 14 days prior to the event, the event sponsor shall provide proof of notification as required herein to City Hall. The Chief of Police shall not issue a special event permit until after expiration of the time for receipt of objections to the special event.</p> <p>_____ If the event is a neighborhood gathering/block party and will entirely or partially close a road, signatures consenting to the closure from all residents whose vehicular access to their property will be affected by the closure is required. <b>Signatures must be attached.</b></p> <p>_____ The City of Beacon will determine what level of City services (if any) are needed. Additional fees will apply. A deposit of 25% of estimated fees will be due before permit can be granted.</p> <p>_____ Depending upon the level of City services required and the size and nature of the event, a planning meeting with City representatives may be required.</p> <p>_____ Documentation of all related and necessary licenses or permits from the state or other municipalities or agencies are attached.</p> <p>_____ More information on policy and procedure for Special Event Permits can be found in §211-13.2 of the <u><a href="#">Code of the City of Beacon</a></u></p>		



**CITY OF BEACON SPECIAL EVENTS PERMIT**

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CHECKLIST OF REQUIRED ATTACHMENTS:**

- EVENT SITE PLAN and/or DETAILED ROUTE MAP:** Special Event applications must include a detailed Event Site Plan (or sketch) that shows the precise layout of the event demonstrating, at a minimum, the following information:
  - Street/Road closures: Include any and all street closures proposed, races must indicate start/end Locations;
  - Entrance and exits;
  - Shuttle/Transportation plan;
  - Parking areas: Show location that accommodates the number of estimated vehicles and overflow parking area. Emergency vehicle access and parking must be included;
  - Stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, booths, vehicles and trailers: location, type, semi-permanent, mobile buildings, or temporary structures to be used;
  - Audio, lighting, visual equipment, open fires and pyrotechnics: Include location, size and type;
  - Generators: Include locations and/or sources of electricity;
  - Bathroom facilities: Include location, type, and provider of Bathroom facilities;
  - Garbage: Include locations, type, and provider of solid waste containers;
  - Vendor stations: Include locations;
- COPY OF LIABILITY INSURANCE POLICY:** Prior to the issuance of a special event permit, the sponsoring organization shall provide proof of comprehensive general liability insurance coverage, including for both property damage and bodily injury/death coverage, name City of Beacon and its agents as additional insureds. Coverage shall be maintained for the duration of the special event.

**By signing below, you are certifying the above to be true and acknowledging the following:**

- Applicant acknowledges that the information in this application is true and correct and agrees to adhere to all rules, regulations, and policies established by the City of Beacon.
- **RELEASE AND INDEMNIFICATION:** The undersigned organizer does hereby covenant and agree to defend, indemnify and hold harmless the City of Beacon from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the City of Beacon, its property, facilities and/or services.
- Applicant understands that all approved applications for all special event permits are posted on the City's Website.
- Applicant understands that a Special Event Permit does not authorize any violation of the provisions of the City of Beacon Code or any other code or law, rules, regulations or ordinances.
- **DISCLAIMER:** The City of Beacon recommends that applicants do not print brochures, packets, maps, advertisements, etc., or circulate promotional information until a Special Event Permit is issued. The City WILL NOT be responsible for costs of those printed materials, promotional items, etc., particularly if dates, locations and/or other requested services are denied, amended, or changed during the permit process.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Notes:

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City Administrator

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Highway Department

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Police Chief

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Fire Chief