



TOWN OF NEW WINDSOR
KELLY ALLEGRA, TOWN CLERK

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newwindsor-ny.gov

OUTDOOR AMUSEMENT PERMIT APPLICATION *(see Chapter 92, Amusements of the Town Code)*

Application MUST be received at least one month prior to the commencement date of the event. If a facility is operated by an LLC, partnership or corporation, attach list with the name, title, permanent mailing address and telephone number of all members, corporate officers or partners involved in the operation or ownership of same.

\$1,000 NON-REFUNDABLE APPLICATION FEE
PAYABLE UPON APPLICATION

NAME OF EVENT PROMOTER/SPONSOR*: _____

*If a facility is operated by an LLC, partnership or corporation, attach list with the name, title, permanent mailing address and telephone number of all members, corporate officers or partners involved in the operation or ownership of same.

EIN: _____

PRIMARY CONTACT: _____

ADDRESS: _____

PHONE: _____

e-MAIL ADDRESS: _____

WEBSITE & SOCIAL MEDIA: _____

NATURE OF THE EVENT: _____

DATE EVENT WILL COMMENCE: _____

DATE EVENT WILL END: _____

RAIN DATE(S): _____

HOURS OF OPERATION: (open): _____ (close): _____

PLEASE NOTE: If more space is needed to complete any part of the is application, please use a separate sheet of paper and attach it to this application.

AREA/LOCATION OF EVENT

- ☐ Attach DETAILED Site Map/Sketch. Map must include but not be limited to: parking, games, rides, any and all tents/canopies, food trucks/vehicles, lighting and generators.

ANTICIPATED ATTENDANCE: _____

WHAT WILL BE THE SOURCE OF WATER DURING THE EVENT? _____

DESCRIBE PROVISION(S) FOR SEWAGE FACILITIES DURING THE EVENT: _____

DESCRIBE PROVISION(S) FOR DRAINAGE DURING THE EVENT: _____

DESCRIBE PROVISION(S) FOR REFUSE STORAGE AND DISPOSAL DURING THE EVENT: _____

DESCRIBE ANY ELECTRICAL EQUIPMENT (e.g.: generators, lights, etc.):

A SEPARATE INSPECTION BY AN APPROVED ELECTRICAL INSPECTOR MAY BE REQUIRED.

WILL FOOD / BEVERAGES BE MADE AVAILABLE DURING THE EVENT? ☐ YES ☐ NO

LIST THE NAME(S) OF ALL FOOD / BEVERAGE VENDORS AND ATTACH COPIES OF EACH VENDOR'S
NYS HEALTH DEPARTMENT CERTIFICATE.

ALL ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED!

**ALL FOOD TRUCKS/VEHICLES: SEPARATE INSPECTION
BY THE FIRE INSPECTOR'S OFFICE IS REQUIRED.**

WILL RIDES BE MADE AVAILABLE DURING THE EVENT? ☐ YES ☐ NO

WILL THERE BE FIREWORKS DURING THE EVENT? ☐ YES** ☐ NO

** If 'yes', complete Town of New Windsor's Fireworks Discharge Application

**SECURITY/SUPERVISION OF CROWDS SHALL BE PURSUANT TO TOWN OF NEW WINDSOR
TOWN CODE SECTION 92-7(A).**

APPLICANT MUST CONTACT NEW WINDSOR CHIEF OF POLICE TO COORDINATE.

DESCRIBE PROVISION(S) FOR FIRE PROTECTION DURING THE EVENT: _____

DESCRIBE PROVISION(S) FOR MEDICAL FACILITIES DURING THE EVENT: _____

MUST BE ATTACHED TO APPLICATION:

- ☐ Comprehensive Liability Insurance pursuant to Town of New Windsor Town Law Section 92-6(E): Attach comprehensive liability insurance policy insuring the Town against liability for damage to person or property with limits of not less than \$2,000,000/\$3,000,000 for bodily injury or death and limits of not less than \$2,000,000 for property damage.

Check the appropriate lines and submit copies of the following documentation with the application to document compliance with:

- ☐ WORKER'S COMPENSATION LAW: Worker's compensation and disability insurance coverage provided workers compensation.
 - ☐ WORKER'S COMPENSATION
 - Form C-105.2: Certificate of Worker's Compensation Insurance
-or-
 - Form U-26.3: Certificate of Worker's Compensation Insurance
 - ☐ DISABILITY INSURANCE
 - DB-120.1: Certificate of Disability Benefits
-or-
 - DB-155: Certificate of Disability Benefits Self-Insurance
- ☐ Statement of Financial Resources
- ☐ Statement of Financial Resources prepared by a CPA in accordance with Town of New Windsor Town Code Section 92-6(F)
- ☐ Event flier and promotional material.
- ☐ Environmental Assessment Form as required by the State Environmental Quality Review Act
- ☐ Permit, as may be required, issued by the appropriate permit-issuing official, pursuant to the provisions of the State Sanitary Code and shall be further accompanied by copies of all plans, reports and specifications required in the issuances of said permit to the State Sanitary Code.
- ☐ Copy of performance bond filed pursuant to the State Sanitary Code
- ☐ Fee in the amount as prescribed in the Town of New Windsor Schedule of Fees
- ☐ Fee Waiver (Town of New Windsor Town Code Section 92-4)

SIGNATURE (Entire section must be completed by all applicants.)

FALSE STATEMENTS MADE ON THIS APPLICATION ARE PUNISHABLE UNDER THE PENAL LAW.

Failure to sign this form may delay issuance of your permit to operate. Operation without a valid permit is a violation of Town of New Windsor Town Code Section 92.

☐ Initials of authorized signatory-

Event Promoter/Sponsor: Event Promoter/Sponsor agrees to indemnify and save the Town of New Windsor, its officers, agents and employees harmless from any liability imposed upon the Town, its officers, agents and/or employees arising from negligence, active or passive, of the applicant, as well as to reimburse the Town for any and all damage to any Town property arising from the negligence, active or passive, of the applicant or his/her agents or of anyone employed directly or indirectly by the applicant relating to the sponsored event.

SIGNATURE OF INDIVIDUAL OPERATOR OR AUTHORIZED OFFICIAL

DATE

PRINT NAME OF INDIVIDUAL OPERATOR OR AUTHORIZED OFFICIAL

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FOR INTERNAL USE ONLY

Town Clerk Received: _____

Building/Fire Inspector Approval: _____

Police Chief Approval: _____

Supervisor Approval: _____

Town Attorney Approval: _____