

Special Event Permit Application
Application and fee should be submitted
30 days prior to event

Town of Herkimer
114 N. Prospect Street
Herkimer, NY 13350
(315)866-2690

PERMIT NUMBER _____

APPLICANT INFORMATION

Applicant _____
NAME _____ E-MAIL ADDRESS _____
ADDRESS _____ ZIP CODE _____ TELEPHONE NUMBER _____ FAX NUMBER _____
Date of Application _____ Sponsor _____
Organization (if applicable) _____ TELEPHONE NUMBER _____

Names, Addresses, and Daytime Telephone Numbers of Two Organization Officers Besides Applicant (if applicable)
1. _____
2. _____

EVENT INFORMATION

Have you held this event before? Yes No (circle one)

If yes, provide event name, date, and permit #: _____

Type of Event _____ Date of Event _____

Name of Park _____ Location in Park (be specific) _____

(If appropriate) Start Location _____ Finish Location _____

Route through Park _____

Number of Participants _____ Number of Spectators _____

Set-Up Begins _____ Clean-Up Ends _____

Time Event Begins _____ Time Event Ends _____

* Will participants or spectators be charged? YES NO If so, how much? _____

* Will there be vendors at the event? YES NO If so, what is the vendor permit fee? _____

* Will there be merchandise available for sale YES NO If so, provide a list of items and prices. _____

Describe in detail activities planned. List all items to be distributed. (Sale or distribution of food, products, promotional material, celebrities, speeches, ceremonies, equipment to be used, etc.) – MUST BE COMPLETED _____

Will the event be advertised? YES NO If so, describe advertising plan including dates and media outlets. _____

Will any pamphlets, handbills, or advertising matter of any kind be distributed at the event? _____

Have you made any provision for on-site medical services? YES NO

Have you made any provision for on-site security? YES NO

Do you have insurance? YES NO

If so, with whom? _____

Do you plan to have amplified sound at event? YES NO

A permit from the local police precinct is required for all amplified sound.

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application.

SIGNATURE OF APPLICANT _____

THIS FORM IS NOT A PERMIT

**THERE IS A \$25 NON-REFUNDABLE ADMINISTRATIVE PROCESSING FEE
CHECKS OR MONEY ORDERS SHALL BE PAYABLE TO:**

Town of Herkimer