



Village of Horseheads Parks & Recreation
 202 South Main St.
 Horseheads, NY 14845
 607-739-5691

Mill Street

Special Event/Pavilion Permit Application

- Answer all sections of this application completely; incomplete applications will be returned
- Return completed applications to the Village of Horseheads, Parks & Recreation, 202 South Main St. Horseheads, NY 14845
- No permits will be granted unless the back of this application is signed, certificate of liability insurance is included, along with a \$20 rental fee; effective May 2010
- **Please read and sign the back of this permit**

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| Section I Applicant Contact Information | 1. Name of Applicant: _____ 2. Organization (if any): _____ 3. Mailing address: _____ 4. Phone: Day Time- _____ Night Time- _____ 5. Email: _____ DOB: _____ |
| Section II Alternative Contact Information | 1. Alternative contact: _____ 2. Home Address: _____ 3. Phone: Day Time- _____ Night Time- _____ 4. Email: _____ DOB: _____ |
| Section III Event Information | 1. Have you held this event before? Yes No (circle one) If yes, provide event name and date: _____ 2. Type of Event: _____ 3. Date of Event: _____ 4. Number of participants/spectators: _____ 5. Set up begins: _____ Clean-up ends: _____ 6. Time event begins: _____ Time event ends: _____ 7. Will participants/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 & Prices _____ *If the answer to any of question #8 is yes, please apply for a Temporary Use Authorization vending permit 9. Describe in detail activities planned. List all items to be distributed. (Sale or distribution of food, Products, promotional material, speeches, ceremonies, equipment to be used, etc.) MUST BE COMPLETED _____ _____ |
| Section IV Additional Information | 1. Will the event be advertised? Yes No If so, describe advertising plan including dates and media outlets: _____ 2. Will any pamphlets, handbills, or advertising matter of any kind be distributed at the event? Yes No If so, what kind of advertising? _____ 3. Do you plan to drive vehicles onto Parkland? Yes No 4. Have you made any provision for on-site medical services? Yes No 5. Have you made any provision for on-site security? Yes No 6. Do you have insurance? Yes No 7. Do you plan to have amplified sound at event? Yes No If yes, you must obtain a noise law permit application from the Village of Horseheads |

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| Office Use only | |
| Fee Required: Yes _____ No _____ | Conditions: _____ |
| Received: Check _____ Cash _____ | |
| Received By: _____ | By: _____ |
| Date: _____ | Village Official Date |
| Action taken: Denied _____ Approved _____ | revised 1/2012 |