

# Special Event Application



Town of Webster  
1000 Ridge Road  
Webster, NY 14580

Town Clerk Office Use Only

DATE: \_\_\_\_\_

**A \$50 processing fee is due upon submission of this application to the Webster Town Clerk's Office.** All fees are non refundable and an application shall be submitted a minimum of 60 days prior to the proposed event.

Completed Applications should be submitted with all required documents to the Webster Town Clerk's Office and shall include a letter of intent describing the event and a scalable site plan showing all proposed structures, parking, facilities, fences, stages, and other applicable information requested by the Town of Webster. Application shall note security arrangements, waste disposal/clean up procedures, and a list of town facilities to be used/impacted. A map of all proposed routes, signage, and facilities shall be provided.

Event Permits may be picked up at the Webster Town Hall when application is approved by the Fire Marshal and Applicant has been notified of approval. **Any additional applicable fees are due upon receipt of permit.**

## SPONSOR INFORMATION

NAME: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
C/S/Z: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE: (work) \_\_\_\_\_ (cell/home) \_\_\_\_\_

## EVENT INFORMATION

NAME: \_\_\_\_\_  
DATE(S): \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
TIME: (start) \_\_\_\_\_ (end) \_\_\_\_\_  
Times shall include setup, operation, and clean up.

## TYPE OF EVENT:

Block party \_\_\_\_\_ Bike \_\_\_\_\_ Festival \_\_\_\_\_  
Race/Walk: \_\_\_\_\_ Parade \_\_\_\_\_ Sports \_\_\_\_\_  
Other \_\_\_\_\_  
Provide description: \_\_\_\_\_

## EVENT DETAILS:

Will alcoholic beverages be served? Yes No  
Will tents be installed?  
(Fire Prevention Permit Required) Yes No  
Will open flame cooking occur? Yes No  
Estimated attendance? \_\_\_\_\_

*Additional Attendance Fees	1-100 anticipated attendance	\$50.00
	101-500 anticipated attendance	\$100.00
	501-1,000 anticipated attendance	\$150.00
	1,001-2,000 anticipated attendance	\$200.00
	>2,001 anticipated attendance	\$500.00

**\* This Additional Attendance Fee does NOT include the Application Fee referenced. Please add \$50.00 to the amount above.**

**PERMIT CONDITIONS:**

1. All questions regarding the application should be directed to the Webster Fire Marshal at 585-872-7040
2. After Completion the application should be submitted to the Town Clerk's Office along with all fees either in person, or by US Mail to 1000 Ridge Road, Webster, NY 14580. Applications emailed (townclerk@ci.webster.ny.us) or faxed (585-872-7058) will not be processed until all fees are received in the Clerks Office.
3. The Town of Webster reserves the right to require a public hearing for any events where a permit is issued.
4. The Town of Webster reserves the right to cancel any permit upon determination that the Permittee is in violation of the terms and conditions under which the permit is issued.
5. The Town of Webster is not responsible for any costs incurred by the Permittee for the event.
6. The permit is non-transferable. Only areas designated on the event map submitted shall be used.
7. Permittee agrees to have a responsible contact person on site at all times. The name and phone number of contact person shall be on file with this permit.
8. Permittee shall restore town facilities to a clean and undamaged condition.
9. Permittee shall provide the Town a copy of all permits from other regulatory agencies, including, but not limited to, Monroe County DOT, Monroe County Health Department, Monroe County Parks Department, NYSDOT, NYSDEC, or other involved agencies.
10. Permittee shall be required to provide a letter of credit, as directed by the Commissioner of Public Works, with sufficient funds to cover costs for compliance with all conditions in this permit.
11. Permittee shall comply with all applicable laws, regulations, polices and procedures, including, but not limited to, safety, health, ADA, NYS Fire Code, NYS Building Code, Vehicle and Traffic laws, and law enforcement requirements.
12. Permittee shall provide the Town of Webster with a certificate of casualty and general liability insurance with a minimum coverage of \$1,000,000/\$3,000,000 per event and naming the Town of Webster as additional insured.
13. Permittee agrees to indemnify and hold harmless the Town of Webster, its officers and employees, from any and all claims of damages to persons and property that may result from the permitted activities. Permittee shall furnish corporate surety or proof of insurance for such indemnity and in such amount as required by the Town.

**The Permittee hereby deposes that they are the named sponsor of the Special Event and that all statements in said application are true.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Daytime Phone Number: \_\_\_\_\_

**APPROVALS:**

- |                                     |                          |             |
|-------------------------------------|--------------------------|-------------|
| Park & Recreation Approval          | <input type="checkbox"/> | Date: _____ |
| Webster Police Approval             | <input type="checkbox"/> | Date: _____ |
| Fire Marshal Approval               | <input type="checkbox"/> | Date: _____ |
| Highway Superintendant Approval     | <input type="checkbox"/> | Date: _____ |
| Department of Public Works Approval | <input type="checkbox"/> | Date: _____ |

\_\_\_\_\_  
Reviewed By

\_\_\_\_\_  
Date