Special Events Permit Application Information Sheet

Please adhere to the following guidelines and stipulations when submitting your special events permit application. Non-compliance will result in the rejection of your application and delays in processing.

Submission Requirements

Payment & Insurance Certificates:

- Include permit fee and an insurance certificate naming the "Village of Lakewood" as an additional insured for $1,000,000 to $5,000,000 on a primary & non-contributory basis, based upon event type and crowd size. Waiver of Subrogation must apply. Additional insurance thresholds and minimums may apply and are required upon request.
- Submit these documents with your completed application to the Clerk's Office.

Complete Applications:

- Ensure all fields in the application are filled out completely.
- Incomplete applications will be returned and not processed until resubmitted in complete form.

Street Closures:

- If a street(s) closure is requested, a Street Closure Sign Off Form must be submitted with signatures of every business/neighbor impacted by the closure.

Alcohol Sales & Distribution Requirements

Diagram & Details:

- Obtain a New York State Liquor Authority license/permit. Once the special event permit application has been approved by the Village of Lakewood Board of Trustees, a copy of the license/permit must then be brought to the Clerk's office for record and filing.
- Include a diagram showing the dedicated space for alcohol consumption (alcohol-controlled area), noting all entrance & exit points.
- Provide a detailed statement covering:
  - Security arrangements
  - Number of security personnel on-site
  - Methods of checking identifications
  - Details of any wristband/ticketing system for guests of legal drinking age.
  - Plan for handling medical emergencies related to alcohol consumption.
  - Information on how alcohol service area will be controlled and monitored.

Firework Display Requirements

Security & Permits:

- Police & Fire security is mandatory if fireworks will be displayed at the event.
- Use "low noise" fireworks as requested by the Village of Lakewood Board of Trustees to minimize noise disturbances.

Vendor Permit Requirements

Vendor Submissions:

- Each vendor (excluding fireworks vendors) must submit a Special Event Vendor Application accompanied by permit fee, if applicable, up to (1) week prior to event.

Application Processing & Next Steps

Priority & Approval:

- Priority is given to those who submit complete applications first.
- All completed applications must be approved by the Village of Lakewood Board of Trustees.
- Please refrain from event advertising or announcement prior to approval by the Village of Lakewood BOT.
- Once approved, please reach out to the Public Works Department for coordination and event preparation plans.

We look forward to working together to ensure your event is a success!

Special Events Permit Application

All applications are due (**45**) days prior to the event.
All applications must be filled out completely and physically brought to the Village Clerk's office.
The Village of Lakewood Board of Trustees reserves the right to reject any applications for events less than (30) days from submission.
Applications fees – (Non-profit – $100) (For profit – $175 per day)

Name of Event:

Event Sponsor:

_____ Non-Profit Sponsor _____ For-Profit Sponsor

Date/Day of Event:

Series of Events – List all dates:

Event Location:

Setup Time Start:

Breakdown Time Start:

Hours of Event Operation:

Estimated Crowd Size:

Fee Collected for Attendance? _____ Yes _____ No _____ Donation

Who will be the recipient of the proceeds if collecting donation?

Contact Information:

- Minimum of (2) contacts for event.
- Both contacts must be readily available and reachable throughout the entire event.

Contact #1:	Contact #2:
Title:	Title:
Address:	Address:
Phone:	Phone:
Email:	Email:

Could we share the above information online so that the public can easily contact you regarding the event and marketing purposes?

_____ Yes _____ No

Vendor Fees, Information & Compliance:

- All vendors must fill out and complete a Special Event Vendor Application.
- Special event vendor license fees apply. (Non-profit $30 per day) (For-profit $60 per day)
- There is no vendor license fee for any business principally located within the corporate limits of the Village of Lakewood.

*Please check the type of vendor(s) below who will be participating in the Event.

_____ Food Vendor(s)
_____ Non-Food Vendor(s)
_____ Alcohol Vendor(s)
_____ Carnival or Amusement Ride Vendor(s)
_____ Bounce House Vendor(s)

Food Vendor(s)

- All food vendors must obtain a permit from the Chautauqua County Health Department.
- Deep fryers must be approved for commercial type use and require a type K portable fire extinguisher.
- All food vendors must have type ABC fire extinguisher
- All fire extinguishers must be inspected with the last year.
- No grease or substance of any kind can be discharged upon the streets, sidewalks, or into storm drains and sewers.
- Fuel containers must be of an approved type and properly secured.

Bounce House Vendor(s):

- Additional insurance may be required and must be obtained prior to the event.

Alcohol Vendor(s):

- A copy of the vendor(s) liquor license must be given to the Clerk's office.

Fireworks Vendor(s):

- Police & Fire security are mandatory for any event with fireworks display.
- Approval by the Village of Lakewood's Board of Trustees is required.
- Fireworks must use "low noise" as requested by the Village of Lakewood Board of Trustees to minimize noise disturbance.

Insurance Information:

- Application must be accompanied by the application fee and an insurance certificate in order to process.
- Insurance coverage may vary depending on the type of event, and event crowd size.
- Insurance amount requirements range from a minimum of $1,000,000 to $5,000,000 on a primary & non-contributory basis. Waiver of Subrogation must apply. Additional insurance thresholds and minimums may apply and are required upon request.
- Please contact the Clerk's Office for additional information and event insurance requirements.
- Aggregate insurance certificate must name "The Village of Lakewood".

Public Health Information:

- Event sponsor is responsible for garbage maintenance during event and garbage disposal after the event.
- Event sponsor may request trash services or trash cans for event; additional charges will apply.
- A $50 fee will be charged to the event sponsor if Village staff need to dispose of any trash left after the event.
- Event sponsor is responsible for any costs associated with Village staff overtime.

Event Sponsor Trash Services & Trash Can Requests:

*Please check the appropriate boxes for the trash services requested for the event. Note that additional charges will apply for these services. Additionally, list how many trash cans are requested, if applicable.

_____ Trash Can(s) Requested

No. of Trash Can(s) Requesting

_____ Trash Pickup During Event

Trash Pickup After Event

Desired Location(s) of Trash Cans:

Restroom Facilities:

_____ On-Site Facilities

_____ Portable Facilities

_____ Accessible/ADA Compliant Facilities

_____ Number of Facilities

Location of Facilities:

Smoking in City Parks & Public Lands:

The use of tobacco, tobacco products, electronic cigarettes, and cannabis or herbal cigarettes on real property owned or leased by the Village of Lakewood including streets, sidewalks, parks, sporting fields, and/or playgrounds, picnic facilities, parking lots, and lawn areas is prohibited.

Public Safety Information:

- Personal consumption of alcoholic beverages is not permitted in Village parks. Alcohol can only be sold and consumed if it is approved by the Village of Lakewood Board of Trustees through an approved Special Events Permit Application.
- Smoking is not permitted in city parks or on public lands.
- Fire hydrants must never be blocked.
- A safety lane must be maintained at all times.
- No signage may be placed on any tress or utility poles.
- No advertisements or signs are permitted on any city terrace.
- Event sponsor is responsible for set-up & take down of event.
- Event sponsor is responsible for all maintenance necessary during event.

Police & Traffic Requests:

- The Village of Lakewood reserves the right to modify street closings, barricades, and police staffing for all events.
- Event sponsor is responsible for any costs associated with police presence and officer overtime.
- Police officer presence required for closure or blocking of a main, high traffic street.
- All residents and/or property owners affected by a street closing must sign the Street Closure Sign-Off Form.

Police Security:

_____ Requested

_____ Not Requested _____ Police Traffic Requested

Requested Locations for Officers:

Street Closings:

*All residents and/or property owners affected by a street closing must be notified prior to the event.

_____Yes – Street Closing(s) Required _____ No – Street Closing(s) Necessary

Will the street closing(s) be utilized for a parade, walk, or marathon/run?

_____Walk _____ Parade _____ Marathon/Run

*A map of the desired route is required and must be included with application submission.

Brief Description:

*Including requested street closures, time requested for restrictions to street, location of barricades.
*A map with this information is required and must be included with application submission.

Event Music:

Will the Event Include Music?

_____Yes _____ No

Type of Music:

Live Band Live Choir Live Acoustic

Live DJ Recorded Music

Brief Description:

*Including location of music, performer(s), start and end times of performer(s), type(s) of music showcased.

Alcohol:

- If alcohol is being served or sold a detailed statement covering the below topics must be submitted.
- Security arrangements
- Number of security personnel on-site
- Methods of checking identifications
- Details of any wristband/ticketing system for guests of legal drinking age.
- Plan for handling medical emergencies related to alcohol consumption.
- Information on how alcohol service area will be controlled and monitored.

Will alcohol be served at the event?

_____ Yes _____ No _____ By an approved Alcohol Vendor/Special Event Vendor Applicant only.

*If alcohol is being served at the event, liquor authority approval and a site plan is required. A liquor license can be applied for once the special event permit application is approved by the City of Jamestown Public Safety Committee. In addition, a copy of the liquor license must then be brought to the Clerk's office for record and filing. The liquor license must also be clearly displayed at the event.

Will alcohol be sold at the event?

____ Yes _____ No _____ By an approved Alcohol Vendor/Special Event Vendor Applicant only.

*If alcohol is being sold at the event, you must read & acknowledge the below disclaimer.

Disclaimer:

Please attach a diagram of the designated area to be utilized for the sale of alcohol and the letter from the New York State Liquor Authority informing you they approve of the event. All alcohol sales and distribution must be limited to a self-contained and controlled area. All alcoholic beverages must be served and consumed within this controlled area and will not be permitted to be carried out,

distributed or consumed in the adjacent public spaces. Any violation of this provision will subject the applicant to immediate revocation of its alcohol permit and subsequent notification to the New York State Alcohol Beverage Control Board. It is the responsibility of the event sponsor to adequately enforce this provision of the special event permit issued by the City of Jamestown.

I have read and acknowledge the above information.

Signature: _____ Date: _____

Statement & Additional Information:

Electric:

Access to electric on street lights if available can be granted with an additional fee of $25.00 per day.

For additional information you must contact the Village Public Works Department.

Signature & Payment of Fees:

_____ (Event Sponsor), the organizer, sponsor, hereby certifies that the information contained within this application is accurate and complete. Any willful false statements of fact or withholding of information will be grounds for immediate denial or revocation of an events permit. _____(Event Sponsor),the organizer/sponsor shall indemnify, hold harmless, assume liability for, and defend the Village of Lakewood, its employees, officers, and agents from any and all damages, costs and expenses, including but not limited to attorney's fees, court costs and all other sums which the Village of Lakewood, its employees, officers and agents may pay or become obligates to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have risen out of the activities described in this special event application and sanctioned by the permit issued by the Village of Lakewood or by any act or commission of the _____ (Event Sponsor),, the organizer/sponsor, its members, agents, employees, volunteers, officers or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

Signature: _____ Date: _____

Print Name: _____

Special Event Vendor Application

Applications are due (45) days prior to the start date of the special event. Permits will be returned to the event sponsor for distribution to vendors.

Name:

Address:

Phone:

Type of Vendor:

Non-Profit Organization	Days at $30 (per day):	Total: $
For-Profit Organization	Days at $60 (per day):	Total: $

Village Based Vendor

Dates:

Hours of Operation:

Types of Goods Sold:

Tax ID No./Social Security Number

Notes:

- Fire hydrants, cross streets/alleys and store fronts shall not be blocked by any vehicle or concession at any time.
- Fuel containers must be of an approved type and properly secured.
- Deep fryers must be approved commercial type and require a type K portable extinguisher.
- All food vendors must have type ABC fire extinguisher.
- All fire extinguishers must be inspected within the last year.
- A safety lane must be maintained at all time.
- No grease or substance of any kind can be discharged upon the streets, sidewalks, or into the storm drains and sewers.
- No signage may be placed on trees or utility poles.

Name of Event: _____

Vendor's Signature: _____

Sponsor's Signature: _____

Return Application and Fee to Event Sponsor:

FOR OFFICE USE ONLY:

Permit Number:	Number of Days:	Issued By:
Date Issued:	Amount Received:	

Street Closure Sign-Off Form

All residents and/or property owners affected by the street closing must be notified prior to the event. Use additional sheets as needed.
Photo copied signatures are not acceptable.
All signatures must be original, in ink and dated for the specific event.

We the undersigned, as residents and/or property owners on _____ (Street) agree to the proposed street closings for the special event known as _____ (Event) on _____ (Event Date) between the hours of _____ (Event Time) and _____ (Event Time). A fire lane will be maintained for emergencies.

Proposed Street Closings:

Signature - Print Name – Address/Business Name

_____ _____ _____

_____ _____ _____

Comments: