

**Town of Prattsville Building Dept.**

(518) 299-3125 EXT.4

**Special Event Application**

**18+ Adult Use**

This application must be received at least **30 business days** before the event.

1. Event Information

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_

Nearest Cross Street(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Application/Organizer Information

Company/Corp. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_\_\_

 C. Property Owner Information

Name of Property Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_

1. Event Category

\_\_\_ Athletic/Recreation \_\_\_Concert/Performance

\_\_\_\_Fireworks Display \_\_\_Carnival/Fair/Circus

\_\_\_\_Festival/Celebration \_\_\_Farmer/Outdoor Market

\_\_\_\_Music/Dancing \_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Event Details
2. Event Start Date: \_\_\_\_\_\_\_\_\_End Date: \_\_\_\_\_\_\_\_\_ Rain/Make-up Date:\_\_\_\_\_\_\_\_\_\_\_
3. Expected number of attendees per day? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Expected number of vehicles per day? \_\_\_\_\_\_\_\_
5. Is the event open to the public? \_\_\_\_\_ Yes \_\_\_\_\_No

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1. Will the event be indoors? If yes, a pre-event meeting with Building Inspector is required.
2. Is the organization a bona fide non-profit organization within Greene County

\_\_\_\_\_\_Yes \_\_\_\_\_No.

 If Yes, provide a copy of the organization’s federal tax exemption number

 EIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will the event require the closure of roadways? \_\_\_\_ Yes \_\_\_\_No
2. Will there be any fireworks, pyrotechnics, or flame effects? \_\_\_Yes \_\_\_ No
3. Will there be open flame devices, on-site cooking, or pation heaters? \_\_\_Yes \_\_\_No
4. Will the event involve temporary tents over 200 square feet? \_\_\_Yes \_\_\_ No

If Yes, Use & Occupancy is required and the location of tents are to be shown on an 81/2 x 11 site plan.

 Number of tents\_\_\_\_\_\_\_. Total SF of all tents over 200 SF\_\_\_\_\_\_\_\_

1. Will the event require electrical installations such as lighting, sound equipment, etc. or generators over 6.5 KVA as a power source for your event?

\_\_\_\_\_\_ yes \_\_\_\_\_No. If Yes, please provide the number of generators \_\_\_\_\_\_\_ and the location(s) are to be shown on a minimum 8X11 site plan. An electrical permit is required, please click link below for the electrical permit application.

1. Will there be stages, platforms, scaffolding, bleachers and/or grandstands, canopies or other temporary structures over 30 inches in height measured from the grade? \_\_\_ Yes \_\_\_ No. If Yes, a commercial building permit is required. Please provide the information from the manufacturer for each type of structure with your application or signed and sealed drawings for site-built structures. Location of the structure are to be shown on an 8 ½ x 11 site plan.

Number of Stages\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grandstands\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Temporary Trailers/Other Structures \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will food or alcohol be served at the event? \_\_\_\_\_Yes \_\_\_\_\_No If food will be served, provide the names of all food vendors and obtain any necessary licenses or permits from Department of Health. If alcohol will be served on site, obtain any necessary licenses or permits from State Liquor Authority.
2. Will there be commercial portable toilets or is the site served by a septic.

 \_\_\_\_\_\_ Yes \_\_\_\_\_\_No

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1. Required Documentation

For **ALL** applications, the following are required:

1. A legible site plan that shows all existing streets, buildings, and significant installations with the event location clearly identified. Minimum plan size is 8 ½ X 11 inch.
2. If the event is occurring inside a building, provide a copy of the valid Use and Occupancy certificate and a valid Fire Code Compliance permit.
3. Applicant Acknowledgement

Any information that the applicant has set forth in this application that is false, or misleading may result in the rejection of the application. I have read, understand, and agree to abide by the rules and regulations governing the proposed special event. The condition for issuance of this permit is that the event will comply at all times with the applicable codes and regulations which may pertain to the use of the event venue and facilities therein.

1. Applicant Fees

You must supply a fee of $2500 per event.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Applicant’s Signature Date Print Name

Applicants must pay all appropriate fee(s) before the event application is processed.