



VILLAGE OF SODUS POINT

PO BOX 159 / 8356 BAY STREET

SODUS POINT, NY 14555

Phone: 315-483-9881 Fax: 315-483-0913

TDD 800-662-1220

Completed Applications should be submitted with all required documents to the Village of Sodus Point 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, insurance and other applicable information requested by the Village of Sodus Point. Application shall note security arrangements, waste disposal/clean up procedures, and a list of Village 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 Village Hall when application is approved by the Village Clerk and Applicant has been notified of approval.

SPONSOR INFORMATION

NAME: _____

CONTACT PERSON: _____

NAME OF ORGANIZATION: _____

ADDRESS: _____

C/S/Z: _____

EMAIL: _____

PHONE: WORK: _____ (CELL/HOME): _____

IS APPLICANT 18 YEARS OF AGE OR OLDER? YES: _____ NO: _____

EVENT INFORMATION

NAME: _____

DATE(S): _____

LOCATION: _____

TIME: (START): _____ (END): _____

Time shall include setup operation, and clean up.

TYPE OF EVENT

Block party: _____ Bike: _____ Festival: _____

Race/walk: _____ Parade: _____ Sports: _____

Other: _____

Provide description: _____

EVENT LOCATION

___ Village Streets (Describe Location): _____

___ Mark Jones Memorial Overlook: _____

___ Willow Park (Describe Location): _____

___ Oscar Fuerst Field (Describe Location): _____

___ Community Center: _____

___ Other (Describe Location): _____

EVENT DETAILS

Will alcoholic beverages be served? Yes _____ No _____ *(If yes proof of insurance to serve is required to abide by the Village Open Container law. All alcoholic beverages must be consumed from paper or similar type of cups)*

Will alcoholic beverages be sold? Yes _____ No _____ *(If yes proof of a State license is required in addition to above requirements)*

Will tents be installed? Yes _____ No _____ *(If yes must be included on submitted site drawing)*

Will food be sold? Yes _____ No _____ *(If yes must submit proof of State Health Dept. approval and have met their requirements. Also have proof of adequate liability insurance.)*

Will open flame cooking occur? Yes _____ No _____ *(If yes must submit proof of adequate liability insurance and speak with Fire Marshal)*

Will there be fireworks? Yes _____ No _____ *(If yes must obtain a 405 an Article 405.00 firework permit from the Building Department)*

Estimated attendance: _____

PERMIT CONDITIONS

1. All questions regarding the application should be directed to the Village Clerk at 315-483-9881
2. Applications will not be processed until all paperwork is received. Application should be submitted to the Village Clerk's Office along with any fees to the BOX 159 Sodus Point, NY 14555. Applications can be emailed to (tdurham@soduspoint.info).
3. The Village of Sodus Point reserves the right to cancel any permit upon determination that permittee is in violation of the terms and conditions under which the permit issued.
4. The Village of Sodus Point is not responsible for any costs incurred by the Permittee for the event.

5. The permit is non-transferable. Only areas designated on the event map submitted shall be used.
6. 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.
7. Permittee shall restore Village facilities to a clean and undamaged condition.
8. Permittee shall provide the Village a copy of all permits from other regulatory agencies, including, but not limited to, NY State DOT, Wayne County Health Department, Wayne County Parks Department, NYSDEC, or other involved agencies.
9. Permittee shall comply with all applicable laws, regulations, policies and procedures, including, but not limited to, safety, health, ADA, NYS, Fire Code, NYS Building Code, Vehicle and Traffic laws, and law enforcement requirements.
10. At the discretion of the clerk for events deemed necessary the Permittee shall provide the Village of Sodus Point with a certificate of casualty and general liability insurance with a minimum \$1,000,000 /\$3,000,000 per event and naming the Village of Sodus Point as additional insured.
11. Permittee agrees to indemnify and hold harmless the Village of Sodus Point, its officers and employees, from any and all claims of damages to persons 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 Village.

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

Village Clerk: _____

Date: _____

Event Permit Number: _____