



TOWN OF ORCHARD PARK APPLICATION FOR PERMISSION TO HOLD SPECIAL EVENT

NAME OF ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT PERSON: _____ EMAIL: _____

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

FOR PROFIT: ____ NON-PROFIT: ____ PROVIDE TAX ID#: _____ (STATUS 501C-3: _____)

THE EVENT: _____

PURPOSE OF EVENT: _____

DATE OF EVENT: _____ TOTAL PARTICIPANTS EXPECTED: _____

TIME OF EVENT: FROM: _____ TO: _____

LOCATION OF EVENT: _____

RACE OR WALK PROVIDE MAP AND ROUTE including Start & Finish Points _____ Not Applicable

APPLICATION (non-refundable): \$75.00 Date Paid _____ Payment Type _____ Clerk Initials _____

(A.0000.1289) Date of Town Board Agenda: _____

CERTIFICATE OF LIABILITY INSURANCE Not Applicable

ADDITIONAL SERVICES REQUESTED

RECREATION CENTER RENTAL AT GREEN LAKE: \$250/DAY Date Paid _____ Payment Type _____
(A2001.000)

BUILDING INSPECTOR: (3.0000.2590) YES Not Applicable Total \$ _____

TENT OPERATING PERMIT NEEDED (\$50.00) _____

FIREWORKS OPERATING PERMIT NEEDED (\$75.00) _____

POLICE: (PS.0000.1520.0003) (fee is minimum 2 hours) YES Not Applicable Total \$ _____

WITH CAR (\$110 hr) _____ WITHOUT (\$90 hr) _____ (PRIVATE HIRE) _____

Note: _____

HIGHWAY: (DA.0000.2770.0001) YES Not Applicable Total \$ _____

FENCING: _____ BARRICADES /LOCATION: _____

CONES: _____ OTHER: _____

FEES: Additional Town / Village Fees May apply

TOTAL FEES: \$ _____ DATE PAID _____

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR THE ABOVE DESCRIBED SPECIAL EVENT, AND AGREE TO BE BOUND BY THE TERMS HERIN STATED.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

Office Use Only Town Department Approval/ Denial

Department:

TOWN BOARD Approved ____ Denied ____ Date _____ BUILDING Approved __ Denied ____ Date _____

POLICE Approved ____ Denied ____ Date _____ HIGHWAY/PARKS Approved __ Denied ____ Date _____

RECREATION To be Notified VILLAGE To be Notified

EMERGENCY DISASTER CO-ORDINATOR To be Notified

**FINAL APPROVAL IS AT DISCRETION OF OP TOWN AND/OR VILLAGE BOARD
TOWN CLERK TOWN BOARD APPROVAL CONTACTED APPLICANT: Date: _____**