



TOWN OF PAWLING  
*The Pride of the Harlem Valley*  
 Town Hall  
 160 Charles Colman Blvd.  
 Pawling, NY 12564  
 (845) 855-3244

Building & Zoning Administrator  
 Stormwater Management Officer

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## SPECIAL EVENT APPLICATION

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

**APPLICATIONS FOR SPECIAL EVENT PERMITS SHALL BE SUBMITTED AT LEAST 60 DAYS PRIOR TO THE EVENT.**

1) Applicant(s) Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contact person who will be organizing the event**

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

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

Phone: \_\_\_\_\_

Number to contact during the event:

Phone: \_\_\_\_\_

2) Event Details

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

Event Location: \_\_\_\_\_

A. Tax Map Designation: 134089 - \_\_\_\_\_

B. Zoning District \_\_\_\_\_

C. Acreage \_\_\_\_\_

D. Intersecting Streets: \_\_\_\_\_

E. Restrictive Covenants or Easements affecting Premises: \_\_\_\_\_

\_\_\_\_\_

Event Description: \_\_\_\_\_

Number of Events: \_\_\_\_\_ List Dates Below:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Will an admission fee be charged: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Is this event Handicap Accessible: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Sales: \_\_\_\_\_ None \_\_\_\_\_ Goods and Services (describe) \_\_\_\_\_

Please attach a survey or sketch map/plan showing parking and event planning, including, without limitation, the assembly location, proposed location(s) for parking, outdoor areas proposed to be used, and the location of any tent(s) and stages, music & outdoor loudspeakers or PA system, food trucks, vendedes and additional sanitary facilities to this application.

3) Name and Address of Record Property Owner(s):

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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_

If Corporation, name and address:

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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_

\*If more than one Owner, or a Corporation, the names, addresses, phone numbers and email address of each owner, shareholder, or member of the corporation must be submitted on an accompanying document.

When the applicant is not the property owner, written consent of the actual property owner is required either by completing the owner consent section at the end of this application or by providing a notarized letter from the owner separately. Property owner consent will become part of the application and the application will not be deemed complete without such consent.

Property Owner:  Applicant listed in section 1 is the property owner.

4) Sponsoring Organization: If there is a sponsoring organization, please answer the following questions. If not, please mark N/A and skip to the next question.

Applicant relationship to the sponsoring organization:

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Name of sponsoring organization:

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Sponsoring organization telephone number: \_\_\_\_\_ Nonprofit: \_\_\_ Yes 501(c) \_\_\_ No \_\_\_

5) Date, Time and Scope:

Date Mm/dd/yr	Start Time Include set up Indicate AM/PM	End Time Include shutdown Indicate AM/PM	Number of People Expected Include Workers, volunteers, staff, vendedes, security, etc.	Number of Vehicles Expected on Property	Number of Vehicles Expected on Street (Public or Private)


Please Note: If off-site parking is proposed, the location of such parking area(s) in the form of a survey or sketch map/plan AND the traffic management plan for the parking of vehicles and transportation of cars or guests to and from the assembly site MUST be attached to this application.

Expected maximum number of attendees: \_\_\_\_\_

Please Note: Any event on property owned or controlled by the Town or any event where the anticipated attendance exceeds 1,000 people requires approval by resolution of a majority of the Town Board.

If an event was held the previous year, what was the number of attendees: \_\_\_\_\_

6) Alcohol to be served at the Special Event:

\_\_\_\_\_ Yes \_\_\_\_\_ No

Name of person(s) who will be engaged in the preparation and/or sale of alcohol or beer:

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

If more than one, add additional names on a separate sheet of paper and attach to the application.  
*Submission of a copy of the State Liquor Authority license or permit for the event is required.*

7) Food Service:

Will food be served at the event?: \_\_\_\_\_ Yes \_\_\_\_\_ No

Will the event have food trucks?: \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of person(s) who will be engaged in preparation, vendee, caterers and/or sale of food:

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

If more than one, add additional names on a separate sheet of paper and attach to the application.  
*County Department of Health permits and/or vendee permits from the Town of Pawling, Town Clerks office must be attached to the application.*

8) Security and Valet Information:

If security is to be provided, please provide the following information.

Name of Security, Valet Company or both if applicable:

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Attach the security duties and/or valet plan to this application.

9) Tents: If a tent(s) is (are) proposed, the size and placement of the tent on the premises must be included in the sketch or survey map/plan attached to this application.

\_\_\_\_\_ Yes, tent will be utilized at the proposed special event, and it is understood that in addition to this application, separate application to, and a site inspection for approval by the Building Department is required.

\_\_\_\_\_ No, there will be no tents utilized at the proposed assembly/assemblies.

Proposed number and dimension of tents to be utilized:

\_\_\_\_\_

Will propane tanks be used in the tents?: \_\_\_\_\_ Yes \_\_\_\_\_ No

10) Medical Emergencies: Please provide the medical and emergency plans, along with personnel to provide such services. Name and Address of Emergency Service Provider: \_\_\_\_\_

Please Note: Copies of any contract with an emergency service provider may be requested.

11) Fireworks:

Will Fireworks be used at the event?: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, a separate firework's permit must be obtained from the Building Department.

12) Portable Toilets:

Will Portable Toilets be provided for the event?: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, placement of the portable toilets must be included in the sketch or survey map/plan attached to the application.

Sanitation Facilities to be provided for the event?: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, locations of all facilities must be included in the sketch or survey map/plan attached to the application.

13) Music: The issuance of a special event permit does NOT allow deviation from the Code of the Town of Pawling Chapter §215-35 established regulations for noise. Please select all options that are applicable to your event.

\_\_\_\_\_ Yes, music will be provided in the following manner(s):

\_\_\_\_\_ Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_ Live Band \_\_\_\_\_ DJ \_\_\_\_\_ Other

Time, Duration and location(s) of Music: \_\_\_\_\_

\_\_\_\_\_ No, there will be no music provided at the proposed event/assemblies.

Outdoor loudspeaker or PA system?: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide a brief description: \_\_\_\_\_

\_\_\_\_\_  
If yes, placement of the musician/bands/speakers, etc. must be included in the sketch or survey map/plan attached to the application.

14) Lighting: If additional outdoor lighting is proposed for the event, please complete the following:

Description of proposed outdoor lighting: \_\_\_\_\_

\_\_\_\_\_  
Location of proposed outdoor lighting: \_\_\_\_\_

Add to sketch or survey map/plan if applicable.

15) Miscellaneous:

Every application for a special event permit pursuant to Code of the Town of Pawling, Chapter §215-44.2 shall include a certificate of insurance that evidence a general liability insurance policy and declaration page from the policy naming the Town of Pawling as additional insured with limits of \$2,000,000 per occurrence or such other limit as may be required by the Town Board for events where expected attendance exceeds 500 attendees.

By signing below, the owner(s) hereby certifies that to the best of his/her/their knowledge:

I have answered the foregoing questions to the best of my knowledge and belief and swear that the answers contained in this application are true and accurate.

If attendance is anticipated to exceed 125 people, written notification of this application has been sent to all neighbors required by Town Code Section 215-44.2-4 by certified mail, return receipt requested.

I understand that it is my responsibility to ensure that the patrons, licensees and/or invitees of the Special Event, or those engaged in conducting the same, do not trespass upon any adjoining property or premises.

I acknowledge that Chapter 215-44.2 of the Code of the Town of Pawling, entitled "Special Events" is the controlling legislation for the regulation of Special Events in the Town of Pawling, and that the issuance of a permit pursuant to this application requires compliance with all provisions and regulations within.

I further acknowledge that the issuance of a permit pursuant to this application is not a waiver for any activity prohibited by law, and as a condition of any permit issued, compliance with all provisions of the Code of the Town of Pawling, as well as applicable State and Federal Law is required. Further, by signing below, I hereby confirm that there are no restrictive covenants, easements or other restrictions preventing the use of the premises for the event proposed.

I hereby consent to the inspections of the premises by the Code Enforcement Officer and/or Fire Marshal, or other Enforcement Officer, upon request, for the purpose of ensuring that the terms and conditions of the permit are met.

I also hereby agree to indemnify and hold harmless the Town of Pawling, its officials, employees, agents, and other person from and against all claims, cost, judgements, liens, encumbrances, and expenses, including reasonable attorney fees arising out of the acts or omissions or negligence of the applicant, its agents, employees, or subcontractor, in connection with this application and any permit or gathering related to their application.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Notary

**This Page is for Office Use Only**

Date: \_\_\_\_\_

Application #: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Inspection Fee: \_\_\_\_\_

Check Box:  One time event       Six events in a three month period       Other: # of events

Dates of Series of Events – List Below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Reviewed and signed by Code Enforcement Officer

Date

