

Town of Newstead

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SPECIAL EVENT PERMIT APPLICATION**SBL#**

for office use only

PERMIT NUMBER

NAME OF FACILITY/PROPERTY: _____

NAME OF EVENT (as appearing in advertising) _____

TYPE OF EVENT (fair, race, concert, etc.) _____

SPECIFIC LOCATION OF EVENT _____

Attach a road map or sketch showing location of event using name and address of a facility, property, roads, landmarks, etc. which must show the following:

- (a) _____ Location of parking facilities indicating number of parking spaces being provided for
- (b) _____ Location of toilet facilities including location of port-o-potties
- (c) _____ Location of entrances where public is to enter onto site and exit the site
- (d) _____ Location of vendor facilities including booths and food service facilities
- (e) _____ Location of all adjacent residential structures
- (f) _____ Information on where vehicles are to be parked during such event and any additional traffic control measures that are to be undertaken to deal with additional traffic into the facility.

Facility **Owned** by _____
Address _____
City, State, Zip _____
Contact Person _____
Phone # _____

Facility **Operated** by _____
Address _____
City, State, Zip _____
Contact Person _____
Phone # _____

Event Date(s) _____
Event Time(s) _____ AM
_____ PM

Anticipated Peak
Attendance on Site at
Any One Time # _____

A Special Event is preplanned to occur within the Town of Newstead attended by 50+persons. Private parties, wedding celebrations, etc. are excluded provided all parking is on private property and on one side of public right of way as will be golf tournaments at golf courses. Permit fee is for single event, or a series of special events, provided each is conducted at same location with similar conditions. Fee waived for community-wide celebrations such as 4th of July celebration. Must comply with NYS Fire Codes 403.1 - 403.2.1

Traffic & Security

What steps are being undertaken to control traffic and provide security for the event(s)?

Organization providing security: _____

Number of security personnel to be provided: # _____

FOR OFFICE USE ONLY:**PERMIT FEE:****\$100**

Reviewed by Fire Chief: _____

Date: _____

Cash _____ Check # _____ Credit _____
(Check payable to "Town of Newstead")

Building Inspector:

Approved Disapproved

Permit Issued on: _____

Signature: _____ Date: _____

David Miller, Code Enforcement Officer