

TOWN OF NEWSTEAD
Building Department

PERMIT # _____
APPLICATION FOR SPECIAL EVENT PERMIT

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.

Name of Facility/Property _____

Facility **Owned** by _____

Facility **Operated** by _____

Address _____

Address _____

City, State, Zip _____

City, State, Zip _____

Contact Person _____

Contact Person _____

Phone # _____

Phone # _____

Event Date(s) _____

Time(s) _____ AM

_____ PM

Anticipated Peak Attendance on Site at Any One Time _____

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: _____

Reviewed by Fire Chief: _____ **Date:** _____

Permit Fee Paid: \$100.00

Cash: _____ **Check #** _____ **Debit:** _____

Approved by: _____

Code Enforcement Officer

Permit Issue Date: _____

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. Must comply with NYS Fire Codes 403.1 - 403.2.1.