



Application for Special Event Permit

Town of Clarence, New York

Date: _____

Commercial Event Sale _____ Special Event _____

Received by: _____

Applicant Name: _____ Phone: _____

Applicant Address: _____

Applicant E-Mail Address: _____

Event Location: _____ Date of Event: _____

Estimated number of attendees: _____ Hours of Operation: _____

Description of Special Event: _____

Application Checklist:

Site Plan - Event location, traffic flow pattern, event details and items such as generators, lighting, tents etc. _____

Property owner authorization (if different than applicant) _____

Signed Memorandum of Agreement _____

If on public property, Liability Insurance listing the TOC as additional insured in an amount no less than \$1,000,000 _____

Application Conditions:

Proposed street closures subject to review and approval by appropriate agency (NYS, Erie County, Town Highway) _____

All outdoor items shall be secured per the manufacture's guidelines _____

Emergency access to be maintained _____

All State & County Regulations shall be followed _____

Excluding street closures, no placement of items within the public right-of-way _____

No roadside signage without proper permit under separate application _____

Subject to Operating Permit & inspection by the Fire Inspector and any/all conditions as required (Building Dept.) _____

Mobile Food Vending Permit required for food trucks (Building Dept.) _____

Additional Conditions: _____

* I have read and agree with the terms and conditions within this Special Event Permit, and will abide by Chapter 147 & 187 of the Town of Clarence Code.

Signature of Applicant

Town Use Only:

Permit # _____

Action: _____ by: _____ Date: _____

Date Dept. Notified ____ / ____ / ____ Clerk | Fire Inspector | Legal Dept | Highway Dept | Parks Dept | Supervisors Office

Date Agencies Notified ____ / ____ / ____ Amherst Control | Fire Company | Police Agencies



**MEMORANDUM OF AGREEMENT
SPECIAL EVENTS
Town of Clarence, New York**

1. PURPOSE: The purpose of this Memorandum of Agreement (MOA) is to establish a mutual framework governing the operation of Special Events between the Town of Clarence and owner/applicant of such events. This agreement is primarily intended to ensure that such owners/applicants of Special Events thoroughly understand the laws and regulations that govern the operation of such events as per the Special Event Law of the Town of Clarence.

2. AUTHORITY: The following section of law serves to legitimize the authority of a Fire Inspector & Zoning Inspector of the Office of Planning and Zoning as appointed by the Town of Clarence Town Board to authorize the following provisions regarding Special Events as lifted from the Special Event Law are strictly adhered to.

General Regulations.

- (1) In case of a tent sale, one banner/sign shall be allowed. Such sign/banner shall be attached to the tent and shall contain no more than 32 square feet of surface area.
- (2) Applicant agrees to have tents and site inspected by the Town of Clarence Fire Inspector.
- (3) No balloons, pennants, flashing lights, strings of flags or other similar devices with moving fluttering or revolving items shall be allowed. A temporary sign may be allowed under separate application.
- (4) Any roadside signage associated with the event is separately subject to permitting by the Town of Clarence Planning and Zoning Office.
- (5) Temporary signs announcing the event must be freestanding and located so as not to interfere with required site distances and may not be attached to utility poles, street signs or existing structures in the right-of-way.
- (6) Nothing in this agreement shall prevent a charitable/civic organization from conducting a special event as long as a site plan and any required insurance are filed with the Zoning Department.
- (7) The Planning & Zoning Department of the Town of Clarence shall have the authority to reject any application that is not in conformity with these provisions.
- (8) The Planning & Zoning Department of the Town of Clarence shall issue a notice of violation to any person operating a special event sale in contravention to the regulations herein described.
- (9) All applicants shall abide by Town Code 147 Peddlers, Hawkers, Solicitors and Mobile Food Vending, Town Code 181 Signs, Town Code 187 Special Events.

3. ACCEPTANCE OF AGREEMENT: (Signature Required)

Signature: _____ **Print Name:** _____

Title, Company: _____

Company Address: _____

Phone Number: _____ **E-mail:** _____

**The undersigned individual is either the owner or representative of the owner and as such is responsible for the operation of the sign/display board. In the case that the responsibility for operation is bestowed upon another party or individual it is the responsibility of the owner to inform that party or individual of these regulations.*

-This Memorandum in no way, shape or form supersedes the Town of Clarence Special Events Law and/or authority of the Town Board to approve special events as an entirely separate process.-

Town Official Witness

Date