

Obtaining Approval to Hold an Event in the City of Glens Falls

Below are steps for approval for of an application to hold an event in a public park or using city streets and/or rights of way in the City of Glens Falls. These various requirements are designed to assure that your event is successful while being safe for you, for city staff and for the residents and businesses of the City of Glens Falls. An event application goes first to the Recreation Commission and/or the Board of Public Safety who will review your event request, ask any questions that board members may have and make a recommendation for approval or denial to the Common Council who will make a final determination as to whether to approve your event.

- 1) Complete the formal application and any requested attachments and file them with the Assistant to the Mayor **at least 60 days** prior to your requested event date. **Any application filed less than 60 days prior to your requested event date will be denied.**
- 2) Provide proof of liability insurance covering your event and naming the City of Glens Falls as an additional insured. Proof of insurance must be filed with the City **within 10 days of the city notifying you that your event has been approved.** Failure to provide proof of insurance will result in approval being withdrawn.
- 3) Provide a venue usage fee of \$150 and a refundable security deposit of \$200 to the City as follows: The refundable security deposit must be provided in the form of a check payable to the City of Glens Falls **within 10 days of the City notifying you that your event has been approved.** The non-refundable event fee of \$150 must be paid to the city **at least 7 days prior to your event date.**
- 4) Any food vendors wishing to participate in your event are required to have your permission to do so. Additionally, if you wish to have food vendors at your event, your vendors must comply with city permit regulations for mobile food vendors as follows:
 - a) If the vendor is an established “brick and mortar” food or beverage business located within the City of Glens Falls, no mobile food permit is required.
 - b) If the vendor is a nonprofit organization such as the Lions Club, Kiwanis, Rotary, etc., no mobile food unit permit is required.
 - c) If the vendor is a for-profit mobile food business, a mobile food unit license issued by the Glens Falls City Clerk’s Office is required.

Please note: Mobile food unit license applications are obtained from the City Clerk’s Office. All completed license applications need Common Council approval, so **vendors must apply at least 4 weeks in advance of date vendor wishes to vend** in order to get licensing approval. Mobile food unit license fees are \$700 for an annual license, \$500 for a seasonal (6 month) license and \$75.00 for a one week license.

(Continued on next page)

- 5) Any special requests such as a need for picnic tables in a particular area or garbage cans at the venue or power turned on at a bandstand or performance shell must be made at least 14 days prior to your event.
- 6) If you wish to have fireworks as part of your event you must file a Fireworks Permit application with Assistant Fire Chief J.D. Ellingsworth (761-3822) at the same time as you file your Event Application (**at least 60 days prior to your proposed event date.**) Please note: completion of the Fireworks Permit Application will require participation by your fireworks provider.

The Board of Public Safety meets at 4 p.m. on the first Wednesday of each month in the Mayor's Conference Room, 2nd Floor of City Hall. The Recreation Commission meets at 4 p.m. on the fourth Wednesday of each month in the Mayor's Conference Room. The Common Council meets at 7:30 p.m. on the 2nd and 4th Tuesday of each month in Common Council Chambers, 3rd Floor, City Hall. At minimum, a representative for your event should attend the Recreation Commission and/or Board of Public Safety meeting at which your event will be discussed.

Application for approval to hold an event in the City of Glens Falls

Office of the Mayor
2nd Floor, City Hall, 42 Ridge Street, Glens Falls, NY 12801
Phone: 518-761-3867 Fax: 518-761-0234

This form must be completed and returned to the Mayor's Office at least 60 days prior to your event. All requests must be approved first by either the Board of Public Safety and/or the Recreation Commission, then by the Common Council. Please complete the form carefully. Additional information may be requested before your request can be considered.

Organization Information:

Organization Making Request: _____

Address of Organization: _____

Contact Name and Phone Number: _____

FAX Number: _____ Email Address: _____

Event Information

Event Date Requested: _____ Start Time: _____ End Time: _____

Anticipated Attendance: _____ per/day Has Event Been Held Before? _____ When? _____

Event Type: Run (race) Bike (race) Walk (non-race) Distance (5K, 3 mile...etc.) _____

Coin Drop Road Closure Block Party Festival Concert

Fireworks (Requires Fire Works Permit from Fire Code Officer John Ellingsworth, 761-3822)

Other (describe): _____

Contact name(s) and telephone number(s) during event: _____

Requested Venue for Event: City Park Crandall Park Haviland's Cove
 Cole's Woods East Field Other Park: _____

Fire Road Recreation Center

City streets and/or sidewalks (by street name) _____

Other (please describe) _____

Those requesting use of a city park for an event will be subject to a non-refundable fee of \$150 and a refundable security deposit of \$200.

Event Details: Please include anticipated need for traffic control, emergency medical services, sanitation plan, fire safety precautions and any special conditions that ought to be considered: (please use additional sheets if needed)

Please provide a **schematic** or **map** if any public rights-of-way (streets, sidewalks or alleys) are being requested for use.

Hold Harmless Agreement

Applicant agrees:

The City of Glens Falls, its agents, officers and employees, shall not be held liable for any claims, liabilities, penalties, fines or for any damage to any goods, properties or effects or any personal injuries to or death of any person, whether caused by or resulting from any acts or omission of owner or permittee, or his or her agents, employees or representatives, or for dangerous or defective conditions of the property of owner or permittee or are any way caused pursuant to this Special Event Permit Application permit; owner or permittee further agrees to indemnify and save free and harmless, and defend in any lawsuit the City of Glens Falls, its agents, officers, and employees, against any of the foregoing liabilities and of any and all costs and expenses incurred by the City of Glens Falls, its agents, officers and/or employees on account of any claims therefore. **Applicant further agrees to provide the City of Glens Falls with a check or money order in the amount of \$200 to be held as a refundable security deposit; and to be cashed if the venue is not cleaned up following the event or any equipment in the venue is damaged during the event. There is a non-refundable \$150 fee for use of any city park for a large group event such as a festival, car show, concert, etc. and a \$25 fee for use of a city-owned sound system.**

Statement of Understanding

I understand that a general liability insurance Certificate of Insurance naming the City of Glens Falls as an additional insured, with coverage of \$1,000,000 covering the day(s) of the event must be filed with the Mayor's Office no later than 15 days prior to the event. Failure to do so may terminate this agreement.

I further understand that this application constitutes a request and should not be construed as approval for the requested event. No approval is implied from this form's submission. Applicants will be informed of the status of this request following the meeting at which the Common Council considers this request. Notification will be by U.S. mail and/or e-mail using the addresses provided with this application.

I also agree to remove all items brought to and utilized during the event. All items will be removed immediately following the event and the venue will be left in a clean, litter-free condition.

I have read the Hold Harmless Agreement and the Statement of Understanding, as well as the other requirements stated in this application and I agree to comply with the requirements stated therein. I also agree to comply with any conditions of approval set forth as a result of the review of this application.

Applicant's signature _____
Date

*****For Office Use Only*****

Application received on: _____ Received by: _____

Approved: Public Safety: _____ Recreation Commission: _____ Common Council: _____
Date Date Date

Certificate of Insurance Received: _____ Security Deposit Received _____

Notifications: Applicant Date of notification _____ Police Fire/EMS DPW

Notes: _____

City of Glens Falls
Mobile Food Unit License – Chapter 156 – Article III of City Code

For profit: _____ Not for Profit Organization: _____

Required Fees for food vending: ___ \$75.00 Weekly ___ \$500 Seasonal-6 months
 ___ \$700 Annual-Yearly

Applicant Name: _____

Applicant Address: _____

Phone #: _____ Cell #: _____

Name and address of Mobile Unit Owner if different: _____

Federal ID #: _____ Sales Tax #: _____

NYS Health Department Approval: Yes: _____ No: _____

Names and addresses of operators of mobile food unit. (Use back of form for additional names.): _____

Has Applicant Ever Been Convicted of a Crime, Misdemeanor or a Violation of Municipal Ordinance: Yes _____ No _____

If so, Nature of the Offense, Date and Place: _____

Names and addresses of persons, firms or corporations from whom food and beverage have been or will be purchased: _____

Event or location where vending to take place: _____

Description of mobile unit: _____

Vehicle, Year: _____ Make & Model: _____

Color: _____ State: _____ License #: _____

Date: _____ Signature of Applicant: _____

*****Official Use Only*****

Approved By: _____

Dated: _____ Chief of Police: _____

Common Council Resolution #: _____ Meeting Date: _____

GLENS FALLS FIRE DEPARTMENT

APPLICATION INSTRUCTIONS FOR FIREWORKS DISPLAYS

1) Permits applications must be approved by the Board of Public Safety. Board meetings are held on the first Wednesday of each month and completed applications should be submitted to the Fire Department five (5) days before a Board's scheduled meeting.

2) All information requested on the permit application must be submitted. Incomplete applications may delay the issuance of a permit by the Board of Public Safety.

3) The requirement to organize the appropriate security measures and personnel needed to keep the designated display area clear of spectators **is the responsibility of the sponsoring organization**. Unless prior arrangements have been made, it should **not** be assumed that any City Department will be providing security services. Fireworks displays **will not** be permitted to be conducted, if spectators cannot be kept clear of the designated security lines.

4) The fireworks company performing the display will be required to provide additional information and provisions. When hiring a fireworks company, they should be made aware that they are responsible for the following:

- All displays must be conducted in compliance with the applicable sections of NFPA 1123 (Code for Fireworks Display) and NYS Penal Law 405.
- Provide a copy of their license to deal in or manufacture explosives issued by the NYS Dept. of Labor.
- Provide a description of the manner and place of storage of fireworks prior to the display.
- Provide a description of the person or persons who are to do the actual discharging of the display, including age, experience, physical characteristics, any current licensing or membership in related associations, and information regarding the rejection, suspension or revocation of any previous license.
- The persons in actual charge of the display must be over the age of eighteen (18) years, competent and physically fit. In addition, they must be a certified pyrotechnician and hold a valid NYS Dept. of Labor Certificate of Competence.
- A minimum of two (2) qualified operators must be present during discharge.
- A minimum of two (2) approved fire extinguishers must be provided at widely separated points within the display area.

4) Applications should be returned to the: **Glens Falls Fire Department**
134 Ridge St.
Glens Falls, NY 12801

For further information or assistance, contact the Glens Falls Fire Department at 518-761-3822



Glens Falls Fire Department
APPLICATION PERMIT FOR PUBLIC DISPLAY OF FIREWORKS

Name of sponsoring organization: _____

Address: _____

Phone: _____ Contact person: _____

Company performing display: _____

Address: _____

Phone: _____ Contact person: _____

Location of display: _____

Date(s) of Display: _____

Time(s) of display: _____

Proposed Rain dates: _____

The following documentation **must be provided** in order for this to constitute a completed application:

- 1) Evidence of financial responsibility including: See forms INS-1 and INS -2
- 2) A diagram of the grounds on which the display is to be held. The diagram must show (1) the point at which the fireworks are to be discharged; (2) the location of all buildings, highways, and other lines of communications; (3) the lines behind which the audience will be restrained; (4) and the location of all trees, telephone lines, or overhead obstructions.
- 3) A complete description of the number, quantity and type of materials to be discharged and the method and materials used to ignite them.
- 4) The fireworks company performing the display must provide: (1) copy of their NYS Dept. of Labor license to deal in or manufacture explosives; (2) name of the certified pyrotechnician who will be in charge of the display and a copy of their NYS Dept. of Labor Certificate of Competence; (3) the name(s) of the individual(s) who are designated to act as authorized assistant.
- 5) A written statement from the sponsoring organization acknowledging their responsibility and agreeing to provide the following provisions:
 - a) Appropriate security measures and personnel needed to keep the designated display area clear of spectators.
 - b) Clean up of the display site by 10:00 AM the day following the display, including all debris and unexploded shells.

Glens Falls Fire Department
APPLICATION PERMIT FOR PUBLIC DISPLAY OF FIREWORKS

- NYS Penal Law 405 requires your organization meet the following criteria in the issuance of this permit:
 1. The actual point at which the fireworks to be fired must be at least two hundred feet from the nearest permanent building, public highway or railroad or other means of travel and at least fifty feet from the nearest above ground telephone or telegraph line, tree or other overhead obstruction.
 2. The audience at such display must be restrained behind lines at least one hundred and fifty feet from the point at which the fireworks are discharged and only persons in active charge of the display shall be allowed inside these lines.
 3. All fireworks that fire a projectile are set up so that any projectile will go into the air as nearby as possible in a vertical direction. If such fireworks are to be fired from the shore of a lake or other large body of water, they may be directed in such manner that the falling residue will fall into such lake or body of water.
 4. Any fireworks that remain unfired after the display ends must be immediately disposed of in a way safe for the particular type of fireworks remaining.
 5. No fireworks display shall occur during any windstorm in which the wind reaches a velocity of more than thirty miles per hour.

I attest that the information provided in this application is accurate, true and complete to the best of my knowledge, and I understand that false statements made in this permit application are subject to the applicable versions of the NYS Penal Law.

Signature of applicant

Title

INS-1

Glens Falls Fire Department
FIREWORKS INSURANCE REQUIREMENTS
Sponsoring organization

The sponsoring organization must provide the following insurance for the insurance of this permit:

A **Certificate of Insurance** naming the City of Glens Falls as an **Additional Insured** evidencing the following coverage: Commercial General Liability of One Million Dollars (\$1,000,000) per occurrence including completed operations, product liability and personal injury liability insurance AND Statutory Workers' Compensation, Disability and Employer's Liability Insurance for all employees *(Please note that for this coverage per NYS Law, the City of Glens Falls shall not be named as an Additional Insured.)*

Certificates of Insurance must name the City of Glens Falls as an Additional Insured and must provide for a thirty (30) day notification clause for cancellation, termination or material change in conditions. Certificates of Insurance should be addressed to the attention of: Glens Falls Fire Department, 134 Ridge Street, Glens Falls, NY 12801

Your organization and the NYS Licensed Explosive Company conducting the fireworks display acknowledge that failure to obtain such insurance on behalf of the City constitutes a material breach of this permit and subjects your organizations to liability for damages, indemnification and all other legal remedies available to the City. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the City.

Your organization and the NYS Licensed Explosive Company conducting the fireworks display agree to indemnify and save harmless the City, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the permitted activity, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of your collective organizations, your collective employees, or your collective agents.

I attest that the information provided in this application is accurate, true and complete to the best of my knowledge, and I understand that false statements made in this permit application are subject to the applicable versions of the NYS Penal Law.

Signature of applicant

Title

Date

Print Name

INS-2

Glens Falls Fire Department
FIREWORKS INSURANCE REQUIREMENTS
Licensed Fireworks Company

The NYS Licensed Fireworks Company must provide the following insurance for the issuance of this permit:

A Certificate of Insurance naming the City of Glens Falls as an **Additional Insured** evidencing the following coverage: Commercial General Liability and One Million Dollars (\$1,000,000) per occurrence including completed operations, product liability and personal injury liability insurance; Excess Liability Insurance of Four Million Dollars (\$4,000,000) per occurrence aggregate, AND Statutory Workers' Compensation, Disability and Employer's Liability Insurance for all employees (*Please note that for this coverage NYS Law, the City of Glens Falls shall not be named as an Additional Insured.*)

Certificates of Insurance must name the City of Glens Falls as an Additional Insured and must provide for a thirty (30) day notification clause for cancellation, termination or material change in conditions. Certificates of Insurance should be addressed to the attention of: Glens Falls Fire Department, 134 Ridge Street, Glens Falls, NY 12801

BOTH your company and the sponsoring organization acknowledge that failure to obtain such insurance on behalf of the City constitutes a material breach of this permit and subjects your organizations to liability for damages, indemnification and all other legal remedies available to the City. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the City.

Your company and the sponsoring organization agree to indemnify and save harmless the City, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the permitted activity, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of your collective organizations, your collective employees, or your collective agents.

I attest that the information provided in this application is accurate, true and complete to the best of my knowledge, and I understand that false statements made in this permit application are subject to the applicable versions of the NYS Penal Law.

Signature of Pyrotechnic Operator

Title

Date

Print Name