



Inc. Village of Port Jefferson Event Application
MUST BE SUBMITTED AT LEAST 4 WEEKS PRIOR TO THE EVENT

NOTE: Application will not be considered, until form is completed and submitted with \$50.00 application fee.

The Village of Port Jefferson Event Application is based on ordinances, requirements and regulations for activities hosted by citizens, businesses and organizations. The requirements are designed to minimize the impact on Village residents and businesses. Applicants must conform to the current laws, regulations and requirements when acquiring the necessary permits and provide a safe environment for attendees. A special event places exceptional demands upon the village's infrastructure and its ability to respond to an emergency or disaster. In order to assess the impact that a special event or gathering will have on the Village of Port Jefferson, and allow it to fulfill its' obligation to protect the health, safety and well-being of its' residents, the Village expects that a sponsor will cooperate with the Village in the planning of the event or gathering. The information that a sponsor provides in the event application process will help the Village meet its responsibility to the public and at the same time, assist the sponsor in planning the event.

A planning meeting with various Village Departments including Code Enforcement, Parking and Fire Marshal may be required for this event, if that is the case your application will not be considered or brought to the Village Board for a vote until after the meetings are held.

TODAY'S DATE: 02/11/17 DATE OF THE EVENT: 04/22/17

NAME OF ORGANIZATION: Royal Educational Foundation

ADDRESS: 5 Stephans Path, Port Jefferson NY

CONTACT NAME: Laura Zimmerman

PHONE NUMBER: (631) 331-1494

CELL PHONE NUMBER: (631) 697-2249

PHONE NUMBER TO BE USED DURING THE EVENT: (631) 697-2249

RAIN DATE (if any) none

EXACT START TIME & END TIME OF EVENT: 7:15 registration, 8:35-8:40 run starts, 9:30 run ends

BRIEF DESCRIPTION OF EVENTS (use separate sheet if needed):

This is a Family Fun Run sponsored by the Royal Educational Foundation to raise money for supplemental curriculum enhancements for The Port Jefferson School District. We ask runners/walkers to start checking in around 7:15. We award a "Power of One" certificate around 8:15 am and start the race at 8:35. Attached is a map detailing the route beginning at the PJ Community Center and ending at the PJ High School "bowl" to coincide with the Chamber of Commerce Health Fest.

IS THE ORGANIZATION CHARITABLE/BENEVOLENT/RELIGIOUS? Charitable
(Proof of 501(c)(3) status must be provided).

APPROX. NUMBER OF PARTICIPANTS: 400-450 200

Required Village Services - Check All that Apply:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Traffic Control
<small>(List locations and approx. # of hours on separate sheet)</small> | <input type="checkbox"/> Parking Lot Closure (list parking lot(s) on a separate sheet) | <input type="checkbox"/> Other/ Additional Services Requested
<small>(List details on separate sheet)</small> |
| <input checked="" type="checkbox"/> Road Closure
<small>(List locations below or on a separate sheet)</small> | <input checked="" type="checkbox"/> Code Patrol/ Supervision
<small>(Approx # of hours needed)</small>
<u>2.5</u> HRS | |

Will food or beverages be served at the event? YES NO

Will alcohol be served at the event? YES NO

Will there be amplified sound during the event? YES NO Only at beginning near Village Center

Will there be amusement rides during the event? YES NO

Will the event include vendors selling products? YES NO (If yes, please attach a Vendor Information Sheet, listing each vendor, type of product being sold and contact name and number for each vendor)

Please state what provisions have been made for first aid and emergency medical services, if any:

Contacted Port Jefferson Ambulance who will send a crew for the event.

DATES OF SCHEDULED PLANNING MEETINGS:

Planning meetings with various Village Departments including Code Enforcement, Parking and Fire Marshal etc. may be required for this event, if that is the case your application will not be considered or brought to the Village Board for a vote until after the meetings are held.

Laura Zimmerman

SIGNATURE & TITLE

Event Chair (Royal Educational Foundation)

Laura Zimmerman

PRINTED NAME

Required Submissions:

1. Completed Application
2. \$50.00 Application Fee.
3. Department Meeting.
4. Additional Fees to be determined by services required.
5. Completed Hold Harmless Form
6. Required Insurance including a Certificate of Insurance naming the Inc. Village of Port Jefferson as certificate holder **AND** additional insured. (event will not be allowed without submission of proper required insurance forms)
7. Additional information/ forms as requested.

Office Use Only:

Code Meeting Date: _____

Parking Committee Meeting Date _____

Fire Marshal Meeting Date: _____

Village Board Meeting Date: _____

Insurance Certificate Received: _____

Signed Hold Harmless Agreement Received: _____

NOTES:

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

The Vendor/Contractor/Applicant shall indemnify and hold harmless the Inc. Village of Port Jefferson, its officers, employees, representatives, and/or agents from any and all liability, damage, loss, claims, demands and actions of any nature whatsoever, for any reason whatsoever, foreseeable or unforeseeable, which arises out of or is connected with, or is claimed to arise out of to be connected with, any undertaking, product, goods, merchandise, products, services sold and/or work supplied, furnished or performed by the Vendor/Contractor or its subcontractors, agents, servants, or employees, including without limiting the generality of the foregoing, all liability, damages, loss, claims, attorneys, court and adjusting fees, demands and actions on account of personal injury, death or property loss to the Inc. Village of Port Jefferson its officers, employees, agents or to any other persons, third parties, or property, but shall not include claims resulting from the gross negligence or willful misconduct of the Inc. Village of Port Jefferson. This indemnity and hold harmless is intended to be as broad as is permitted by law and to include claims of every kind and nature, including, but not limiting to – tort, under contract; for strict liability or other liability without fault; under statute, rule, regulation or order; and otherwise.

IN WITNESS WHEREOF, the undersigned has duly executed this Agreement the ____ day of _____, 20__.

Royal Educational Foundation
Name of Firm

5 Stephans Path
Address

Laura Zimmerman
Vendor/Contractor/Applicant's Signature

Laura Zimmerman
(Please Print Name and Title)

Witness:

Signature

Date

Print Name

Incorporated Village of Port Jefferson

Insurance Requirements For Independent Contractors/Sub-Contractors/ Special Event Applicants

The independent contractor shall maintain at a minimum the following insurance giving evidence of same to Inc. Village of Port Jefferson on **the form of Certificates of Insurance, copies of the General Liability Declaration Page and copy of the Additional Insured Endorsement, providing 30 days notice of cancellation, non-renewal or material change.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipalities discretion. The insurance carrier must have an A.M. Best Rating of at least A- IX. All subcontractors must adhere to the same insurance requirements.

REQUIRED: The Incorporated Village of Port Jefferson Must Be Named as both the "Certificate Holder and Additional Insured" on the Certificate of Insurance.

- I. Workers Compensation and NYS Disability
- | | |
|------------|--|
| Coverage | Statutory |
| Extensions | Voluntary Compensation; All States Coverage
Employers Liability – Unlimited |
| Exemption | CE-200 Certificate of Attestation of Exemption from NYS Workers' Compensation and Disability Benefits Coverage |
- II. Commercial General Liability
- | | |
|------------------------------|--|
| Coverage and Limits | Occurrence - 1988 ISO or equivalent |
| | General Aggregate \$2,000,000 |
| | Products & Completed Operations \$2,000,000 |
| | Personal & Advertising Injury \$1,000,000 |
| | Per Occurrence Limit \$1,000,000 |
| | Fire Damage \$ 50,000 |
| | Medical Expense \$ 5,000 |
| Additional Insured | Inc. Village of Port Jefferson, all elected and appointed officials, employees and volunteers using ISO Form CG2010 (B) or equivalent including Products and Completed Operations. |
| Extension – Mandatory | Aggregate Limits to apply per project.
Contractual Liability |
| Extension – <i>Suggested</i> | Endorsement showing that this policy is considered primary and non-contributory. Waiver of Subrogation in favor of the additional insured. |
| Special | Hold Harmless as per the attached or equivalent. |
- III. Automobile Insurance
- | | |
|--|--|
| Limit | \$1,000,000. Combined Single Limit |
| <i>Suggested</i>
Additional Insured | Inc. Village of Port Jefferson, all elected and appointed officials, employees and volunteers. |
- IV. Umbrella Liability - *Suggested*
- | | |
|------------------------|--|
| Coverage | Umbrella Form, or Excess Follow Form |
| <i>Suggested</i> Limit | \$2,000,000. |
| Additional Insured | Inc. Village of Port Jefferson, all elected and appointed officials, employees and volunteers. |
- IV. Endorsement
(Named both as Certificate Holder and Additional Insured)
- Incorporated Village of Port Jefferson
121 West Broadway
Port Jefferson, NY 11777**