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.

TODAY’S DATE: ________________________      DATE of EVENT: ________________________
DATE/ RAIN DATE (if any) _______________________
EXACT START TIME & END TIME OF EVENT:

NAME OF ORGANIZATION: ____________________________________________________________
ADDRESS: _____________________________________________________________________________
CONTACT NAME: ______________________________________________________________________
PHONE NUMBER: ______________________________________________________________________
CELL PHONE NUMBER: ________________________________________________________________
NUMBER TO BE USED DURING THE EVENT: ____________________________________________

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

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

APPROX. NUMBER OF PARTICIPANTS: _______________

Required Village Services - Check All that Apply:

- Traffic Control
  (List Locations and approx. # of hours on separate sheet)

- Parking Lot Closure
  (List parking lot(s) on separate sheet)

- Road Closure
  (List locations below or on separate sheet)

- Code Patrol/Supervision
  (Approx # of hours needed) ___________ HRS

- Other/Additional Services Requested
  (List details on separate sheet)

- SCPD 6th Precinct Approval
  Date Received: ___________

Page # 1 of 4
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 ☐
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:

DATES OF SCHEDULED PLANNING MEETINGS:


A planning meeting with various Village Departments 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 meeting is held.

SIGNATURE & TITLE

PRINTED NAME

Required Submissions:
1. Completed Application
2. $50.00 Application Fee.
3. Public Safety Fee (to be calculated by Village Clerk)
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.

OFFICIAL USE ONLY

Date:_____________________ ________________ Village Board Approval:_____ Date:____________
Fee Charged:________________________ Check #:___________ Director’s Signature:_________________________
Insurance Certificate:________________________ Director’s Signature:_________________________
Commissioner’s Signature:____________________
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 forgoing, 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___.

________________________________
Name of Firm

________________________________
Address

________________________________
Vendor/Contractor/Applicant’s Signature

(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
   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.
   Extension – Suggested Contractual Liability
   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

   Suggested 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
   Suggested 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