



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:

<input type="checkbox"/> Traffic Control (List Locations and approx. # of hours on separate sheet)	<input type="checkbox"/> Parking Lot Closure (list parking lot(s) on separate sheet)	<input type="checkbox"/> Other/Additional Services Requested (list details on separate sheet)
<input type="checkbox"/> Road Closure (List locations below or on separate sheet)	<input type="checkbox"/> Code Patrol/Supervision (Approx # of hours needed) _____HRS	<input type="checkbox"/> SCPD 6th Precinct Approval Date Received: _____

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: _____	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 of 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.	<u>Workers Compensation and NYS Disability</u>	
	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.	<u>Commercial General Liability</u>	
	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.	<u>Automobile Insurance</u>	
	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.	<u>Umbrella Liability - <i>Suggested</i></u>	
	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.	<u>Endorsement</u>	Incorporated Village of Port Jefferson
	(Named both as Certificate Holder and Additional Insured)	121 West Broadway Port Jefferson, NY 11777