

**VILLAGE OF MONROE  
PUBLIC ENTERTAINMENT EVENT PERMIT APPLICATION**

**DATE:** \_\_\_\_\_

**Applicant's Name & Address:** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
\_\_\_\_\_

**Title of Event:** \_\_\_\_\_

**Briefly Describe Event/ Purpose  
and indicate location on premises:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sponsor's Name and Address:** \_\_\_\_\_  
**Phone Number's** \_\_\_\_\_  
\_\_\_\_\_

**Sponsor's Qualifications:** \_\_\_\_\_  
**(Check all that apply)**

**\*Sponsor is a local religious, fraternal, educational,  
political, veterans, firemen's, civic, nonprofit or  
charitable organizational that:**

- \*has an office or place of operation or owns real  
property in the Village of Monroe;**
- \*regularly holds its meetings and conducts its  
meetings and conducts its activities at a site in  
the Village of Monroe;**
- \*provides services to residents of the Village of  
Monroe. Explain: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sponsor's officers and directors  
Names and Addresses and  
Phone Numbers:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(attach additional sheet if necessary)**

If Sponsor does not have office  
in Orange County, name and  
address of natural person in  
Orange County agreeing to accept  
service of process and phone number:

(attach agreement to act as agent for service of process)

Required

Name, age, address and  
telephone # of individual in  
charge of the function for the  
Sponsor:

Address, Section, Block and Lot  
of property at which function is to  
be held:

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Amusement Company's name  
and address including list of employees  
that will be here:

Dates and hours of function:  
(Application must be submitted  
at least 30 days prior to  
commencement date)

Commencement Date: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Hours: \_\_\_\_\_

Purpose of the function:

Nature of the Activities:

Admission fee (if any):

Expected Maximum No. of  
Attendees at one time:

Expected Maximum No. of  
Vehicles at one time:

Method of disposing of refuse:

**Will private security guards or  
Police be engaged; if so, the  
Number and their duties:**

---

---

---

**Fire Protection Precautions:**

---

---

---

### **COST REIMBURSEMENT**

**Where the number of persons or the duration of the event or gathering may impact the health, safety and welfare of the public, the Village, Fire Chief or Chief of Police may require the applicant to reimburse the Village for costs of increased police protection, public safety oversight and public works facilitation, including any additional equipment to adequately and safely control and protect the persons attending the event, the event area and traffic in and around the event area. Such costs shall include necessary staffing and shall be provided to the applicant prior to the issuance of the permit.**

**Please note that not-for-profit organizations with 501(c)(3) status shall be exempt from cost reimbursement for gatherings held within the Village of Monroe, provided, however, that such organization shall provide proof of 501(c)(3) status.**

**A request for a Cost Reimbursement Waiver shall be made in writing by the applicant to the Village Board and filed with the Village Clerk upon receipt of the costs from the Fire Chief and/or Chief of Police.**

**This may not apply to any mass assemblage that is open to the public and is free of charge, as determined by resolution of the Village Board.**

**Attach diagram of setup on property that includes emergency service access. If the event is considered a carnival, circus or any other event that includes trailers, stages or any other temporary structure, show where trailers, stages or other temporary structures will be positioned on the layout diagram. In the event Applicant plans to utilize temporary lodging (i.e., trailers) for existing staff members, diagram MUST illustrate location of any such temporary lodging accommodations.**

**If additional approval's (example, landlord's approval) or license or permits (example, Dept. of Health) are required, please attach, or indicate when they will be submitted for consideration:**

---

---

**Applicant's Signature:**

---

***Print Name:***

---

***Title:***

***Phone Number***

---

***Date:***

---

**Sponsor's Signature:**

---

***Printed Name:***

---

***Phone Number:***

---

***Title:***

---

***Date:***

---

**AGREEMENT AND RELEASE FROM LIABILITY**

**VOLUNTARY PARTICIPATION**

I, \_\_\_\_\_ (name of releaser) acknowledge that I have  
Voluntarily applied to the Village of Monroe for a special event for non-profit organization.  
This event is a \_\_\_\_\_

---

(describe event) to be held on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ (date of event)  
in the Village of Monroe.

**ASSUMPTION OF RISK**

**I AM AWARE THAT THE ACTIVITY DESCRIBED ABOVE IN WHICH I AM ENGAGING  
MAY INVOLVE SOME RISK OF INJURY TO ME OR TO MY PERSONAL PROPERTY. I  
AM VOLUNTARILY PARTICIPATING IN THESE ACTIVITIES WITH KNOWLEDGE OF  
THE DANGER INVOLVED AND HEREBY AGREE TO ACCEPT ANY AND ALL RISKS  
OF INJURY, DEATH, OR PROPERTY DAMAGE AND VERIFY THIS STATEMENT BY  
PLACING MY INITIALS HERE: \_\_\_\_\_**

**RELEASE**

**As consideration for being permitted by the Village of Monroe to participate in these activities  
and use their facilities, I hereby agree that I, my assignees, heirs, distributes, guardians, and  
legal representatives will not make a claim against or sue the Village of Monroe or any of its  
Elected officials, employees, agents or attorneys for injury or damage resulting from the  
Negligence or other acts, howsoever caused, by any elected official, employee, agent, attorney or  
contractor of the Village of Monroe as a result of my participation in the activity described  
above. I hereby release the Village of Monroe, its elected officials, employees, agents, attorneys  
or contractors from all actions, claims or demands that I, my assignees, heirs, distributes,  
guardians and legal representatives now have or may hereafter have for injury or damage  
resulting from my participation in the above described activity.**

**KNOWING AND VOLUNTARY EXECUTION**

**I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS  
CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A  
CONTRACT BETWEEN MYSELF AND THE VILALGE OF MONROE AN SIGN IT OF  
MY OWN FREE WILL.**

\_\_\_\_\_  
Releaser's signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## **APPLICANT / SPONSOR RULES AND RESPONSIBILITIES:**

**It IS THE APPLICANT’S / SPONSOR’S RESPONSIBILITY TO:**

- **Maintain one lane on every street for emergency vehicles.**
- **Keep all fire hydrants and alarm boxes free of obstruction.**
- **Ensure that no permanent markings of any kind are made or caused to be made on any public property located within the Village of Monroe.**
- **Submit evidence of insurance prior to final permit approval.**  
**Please provide a “Certificate of Insurance” which names the Village of Monroe as additional insured and shows a minimum of \$2 million dollars in Commercial General Liability Insurance and a policy endorsement that indemnifies and holds harmless the Village of Monroe**

**PLEASE NOTIFY THE COMMUNITY OF THE EVENT BY POSTING “INFORMATIONAL” SIGNS 48 HOURS PRIOR TO CLOSURE OF THE STREET OR USE OF PARKING (THESE SIGNS WILL BE ISSUED WITH YOUR PERMIT) AND CONFIRM WITH THE VILLAGE OF MONROE POLICE DEPARTMENT THE POSTING OF “NO PARKING SIGNS” FOR ENFORCEMENT AND TOWING.**

**AFFIDAVIT OF APPLICANT / SPONSOR:**

**IF APPROVED, THIS APPLICATION OR A SPECIAL EVENT PERMIT SHOULD AUTHORIZE THE SPONSOR TO CONDUCT A STREET ACTIVITY AS DESCRIBED. IT IS SUBJECT TO REVOCATION IF THE SPONSOR DOES NOT COMPLY WITH ALL PERTINENT LAWS, RULES AND REGULATIONS INCLUDING ANY CONDITIONS OR RESTRICTIONS IMPOSED BY THE VILLAGE OF MONROE BOARD OF TRUSTEES.**

**THE SPONSOR AGREES TO FULLY AND PROMPTLY INDEMNIFY AND HOLD THE VILLAGE, ITS OFFICERS, AGENTS AND EMPLOYEES HARMLESS FROM AND AGAINST ANY AND ALL DAMAGES, CLAIMS, COSTS AND EXPENSES (INCLUDING, WITHOUT LIMITATION, REASONABLE LEGAL FEES) THAT MAY ARISE OUT OF THE ACTIVITIES IN CONNECTION WITH WHICH THIS PUBLIC ENTERTAINMENT EVENTS PERMIT IS ISSUED, AND FROM ANY COSTS AND EXPENSES TO WHICH THE VILLAGE MAY BE SUBJECTED OR WHICH IT MAY SUFFER OR INCUR BY REASON THEREOF.**

---

**Applicant Name (Print)**

---

**Signature**

---

**Date**

## CHECKLIST OF REQUIRED ATTACHMENTS:

- \_\_\_\_\_ Plan for off-street and highway parking.
- \_\_\_\_\_ Plans for drawings showing method for supply, storage and distribution of water and disposal of sanitary sewage:  
\_\_\_\_\_ Water                      \_\_\_\_\_ Sanitary Sewage
- \_\_\_\_\_ Map or drawing showing fire lanes and source of water for fire control.
- \_\_\_\_\_ Signed statement from the property owner granting approval to the Sponsor to use the property during dates and hours of the function and authorizing the Village or its lawful agents to go upon the property for the purpose of inspecting the same.
- \_\_\_\_\_ Original certificate of liability insurance naming the Village of Monroe as additional insured issued by an insurance carrier licensed to do business in the State of New York. Such insurance shall be in the minimum amounts established from time to time by resolution of the Village Board, but no less than one million dollars (\$1,000,000) for each person and two million dollars (\$2,000,000) for each accident. The certificate of insurance shall provide at least ten (10) day's written notice to the Village prior to cancellation.
- \_\_\_\_\_ \$1,000.00 Cash or Certified Check as Security Deposit to ensure clean-up of site. *If applicable.* NOTICE: The security Deposit is subject to forfeiture if order has not been maintained so as to require additional police protection for the event, or if the premises have not passed inspection and been issued a Certificate of Discharge by the Village's Code Compliance Officer following the event.
- \_\_\_\_\_ A statement signed by both the property owner, Sponsor and Amusement Company Operator agreeing to the provisions of the Village of Monroe Code regarding site inspection and clean-up within 72 hours of termination of the event and inspection by the Code Enforcement Officer; and to the forfeiture of the security deposit for failure to obtain a certificate of discharge from the Code Enforcement Officer.

### ADDITIONAL ITEMS THAT MAY BE REQUIRED PRIOR TO ISSURANCE OF PERMIT

- \_\_\_\_\_ \$ \_\_\_\_\_ Cash or Certified Check for the Costs of additional Police Protection if Required by the Village Board (see below) to be paid prior to approval of permit.
- \_\_\_\_\_ Insurance Certificate evidencing \$ \_\_\_\_\_ \$ \_\_\_\_\_ additional liability insurance coverage.
- \_\_\_\_\_ Other requirements imposed by the Village Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and telephone number of contact person for additional requirements:  
\_\_\_\_\_







**INTERNAL USE ONLY:**

**Date application received:** \_\_\_\_\_

**Reviewed and Found Complete:** \_\_\_\_\_  
Village Clerk's signature Date

**To Be Completed Prior to Application's Submission to Village Board:**

**Police Department:**  
**Approval of Security, Traffic Control and Parking Plans**

---

Signature	Date	Approved/Disapproved
-----------	------	----------------------

Estimated Cost of additional Police Protection for Event	\$ _____	_____
		Chief's or Designee's Initials

**Other conditions (if any):** \_\_\_\_\_

---

---

---

**Code Enforcement sign off:** \_\_\_\_\_  
Date

**Other conditions or comments (if any):**  
\_\_\_\_\_  
\_\_\_\_\_

**Department of Public Works Superintendent sign off:** \_\_\_\_\_  
(If applicable) Date

**Other conditions or comments (if any):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Village Board Approval:** \_\_\_\_\_  
Date Mayor's signature

**TO BE COMPLETED FOLLOWING EVENT:**

**Actual Police Protection Costs: \$** \_\_\_\_\_ **Chief's or Designee's initials** \_\_\_\_\_ **Date** \_\_\_\_\_

**Code Enforcement Officer Certificate of Discharge:**

**Date and time of Inspection following Event:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Code Enforcement Officer**