

**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:

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.
- 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 IDEMNIFY 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) WHICH 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):

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