



VILLAGE OF RHINEBECK
76 EAST MARKET STREET
RHINEBECK, NEW YORK 12572-1697

845-876-7015
845-876-5583 FAX

Village of Rhinebeck Event Application

DATE: _____

SPONSOR: _____

NAME OF APPLICANT: _____

ADDRESS: _____

TELEPHONE: _____ MOBILE: _____

EMAIL: _____

NAME OF EVENT: _____

DESCRIPTION OF EVENT: _____

ORGANIZATION: _____

DESIGNATED CONTACT FOR EVENT:

NAME: _____

ADDRESS: _____

TELEPHONE (before event): _____ (during event) _____

EVENT DATE(S): _____

Set up start time: _____ Event state time: _____

Event end time: _____ Estimated "tear down" time: _____

LOCATION OF EVENT: _____

ESTIMATED ATTENDANCE: _____

Hours of anticipated peak attendance: _____

ESTMATED NUMBER OF MANAGEMENT VEHICLES: _____

Please attach any additional information or material that you consider helpful in the Review Process and be prepared to provide additional information upon request.



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Please check (X) any and all activities which you expect will be included in your event. Please provide details in the space provided by identifying the number of the particular item.

- | | |
|--------------------------------|-----|
| 1. Fireworks | () |
| 2. Alcohol | () |
| 3. Street-Closing | () |
| 4. Structures | () |
| 5. Loudspeakers | () |
| 6. Food Vendors | () |
| 7. Extra Parking | () |
| 8. Trash disposal | () |
| 9. Cleanup | () |
| 10. Sanitary Facilities | () |
| 11. Additional Police Coverage | () |

The undersigned applicant/sponsor agrees to indemnify and hold harmless the Village of Rhinebeck, its elected officials and employees, from any and all claims and/or judgments for personal injury to property resulting, directly or indirectly from any activity by any individual or entity associated with the approved event, as well as any reasonable and necessary costs and expenses which the Village may incur or be subjected to as a result of the event.

The applicant/sponsor acknowledges that he/she is aware that approval of this event may be required from other government municipalities or agencies and approval by the Village of Rhinebeck does not constitute approval by any other municipality or agency.

Upon approval, the permit issued by the Village of Rhinebeck authorizes the applicant/sponsor to conduct the event describes in the application and the applicant/sponsor hereby agrees to comply with all applicable laws, rules and regulations, including any restrictions or conditions imposed by the Village, affecting the holding of an event. The applicant 'sponsor acknowledges and understands that the Village of Rhinebeck reserves the right to cancel any permit for non-compliance by the applicant/sponsor with the restrictions or conditions imposed by the Village in approving the application or for violating any laws, rules or regulations.

Acknowledged and Agreed: Yes () No ()

Signature of Applicant/Sponsor: _____

Date: _____

PLEASE RETURN THIS APPLICATION TO THE VILLAGE CLERK UPON COMPLETION.



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VILLAGE OF RHINEBECK EVENT APPLICATION PROCEDURE

The Village of Rhinebeck requires every sponsor of a special event or gathering to be held in the Village complete and submit an event application which can be obtained from the Village Clerk.

A special event places exceptional demands upon a municipality'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 Rhinebeck 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 what 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.

The following steps are designed to give the Village sufficient time and information to process the application, make a determination, and include an approved event in its Community Calendar.

STEPS:

1. Complete the attached application by fully and accurately answering all of the questions.
2. Submit the application together with any supporting documents to the Village Clerk (845-876-7015) any weekday during office hours. The application must be submitted at least 180 days prior to the date the event is intended to be held.
3. The Village and its designated departments and agencies will review the application and may require that additional information be provided. The Village will notify the sponsor in writing of its decision at least 120 days prior to the event.
4. The Village may impose conditions in an approved application which it deems necessary to protect the public and insure a well-managed event.
5. The Village may require the payment of a fee by the sponsor which would reflect the other than usual and normal expenses incurred by the Village's fire, police and other emergency services in their involvement with an event.
6. The Village will require that it be named an additional insured on a \$1,000,000 liability insurance policy for every event which is held in the Village of Rhinebeck.
7. An event application that is not approved may be appealed to the Board of Trustees in writing within five (5) business days from notification of denial or an approval with conditions.