

## 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 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.

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.