



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

845-876-7015  
845-876-5583 FAX

PLEASE RETURN THIS APPLICATION TO THE VILLAGE CLERK UPON COMPLETION

**VILLAGE OF RHINEBECK SPECIAL REQUEST FORM**

- BANNER     
  TABLE     
  BUILDING / PARK USE     
  COIN DROP  
 PHOTO SHOOT     
  FILMING     
  OTHER

Organization: \_\_\_\_\_

Agent applying for permit on behalf of the Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Phone number day of special request \_\_\_\_\_

Number of parking spaces requested \_\_\_\_\_

Make, Type and license plate of Vehicle \_\_\_\_\_

Number of pole banners requested \_\_\_\_\_ Central Hudson License Application number \_\_\_\_\_

Time Period for banner \_\_\_\_\_ Time From: \_\_\_\_\_ Time To: \_\_\_\_\_

Building / Table / Park Use Date: \_\_\_\_\_

Special Request / Photo Shoot / Filming Date: \_\_\_\_\_

Requested locations for special request: \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_ Special Request Fee Paid: \_\_\_\_\_

Police Department Approval: \_\_\_\_\_ Fire Department Approval: \_\_\_\_\_

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

The Authorized agent whose name appears agrees that the organization with a special request checked above will abide by the rules and regulations as set forth by the Board of Trustees of the Village of Rhinebeck as they appear on the bottom of this application. It is further agreed that any loss or damage to village property shall be paid for by the organization. The organization agrees to do all set up and return to the way they found it. The Village property is supported by the Village tax payers and only not for profit local organizations are allowed to use Village property. No alcoholic beverages can be sold or consumed on Village property.

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



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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 special request 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.

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.

Upon approval, the permit issued by the Village of Rhinebeck authorizes the applicant/sponsor to conduct the special request described 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 the special request. The applicant's 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.

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.
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.
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 special request which is held in the Village of Rhinebeck and the sponsor shall comply with the limits as set forth on the attached sample certificate of liability insurance.
7. A special request 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.
8. Complete the attached application by fully and accurately answering all of the questions.

**Acknowledged and Agreed: Yes ( ) No ( )**

**Signature of Applicant/Sponsor:** \_\_\_\_\_ **Date:** \_\_\_\_\_