

# Village of Lancaster, New York Village Code Chapter 285 Special Events Application

Municipal Building • 5423 Broadway • Lancaster, NY 14086 • (716) 683-2105

Pursuant to §285-2 of the Village Code, a special event is an event 1) proposed to be held on public property or on private property, but affecting public property, 2) requiring Village support services, or 3) for which a waiver of one or more mobile food vending regulations set forth at §209-8 of Chapter 209, Mobile Food Vending, will be requested.

**If additional space is required, please note in the appropriate box and attach extra sheet(s)**

Event Name:	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.):	
Event Date(s):	Event Time(s):
Applicant Name:	Event Location:
Individual/Group/Corporation Name Holding Event:	Village Property Affected (If Applicable)
Applicant Address, City, State, Zip:	Support Services Requested of the Village (If Applicable)
Applicant Email:	Applicant Phone

Pursuant to Village Code §285-3(B)(2)(c), there must be an identified "in charge person" on premise during all hours of the event.

"In charge person":	Contact cell and email:	Date & Time(s) On-Premise at Event:

Anticipated Peak Attendance Number:	Anticipated Age Range of those in Attendance:
Will Alcohol be consumed?	Will there be Amplified Sound or Music? If so, provide particulars including hours:

Will Animals be part of the event? If so provide particulars.

Will Food Trucks be part of the event? If so and an exception to any regulation set forth in §209-8 of Village Code Chapter 209 "Mobile Food Vending" (see: <https://lancastervillageny.gov>) will be requested of the Village Code Enforcement Officer, identify by section number each regulation for which an exception will be requested.

If the event is what is commonly referred to as a block party: 1) identify by names and addresses block neighbors who have been advised of the proposed block party, 2) state either that no block neighbors have expressed opposition to the proposed block party or 3) separately identify by names and addresses block neighbors who have expressed opposition to the proposed block party.

If applicable respond to (a) through (h) below and attach a map or sketch depiction:

(a) Location of Parking Facilities indicating number of parking spaces being provided for:

(b) Please explain Additional Traffic Control measures that will be undertaken to deal with traffic over/above the Parking Facilities explained in (a) above:

(c) Location of Trash Facilities:

(d) Location of Water Facilities:

(e) Location of Electrical Facilities:

(f) Location of Toilet Facilities including location of Porta-Toilets:

(g) Location of Entrances where public is to enter and exit site:

(h) Location of Vendor Facilities including booths and food service:

(If Applicable) Organization providing Security:	(If Applicable) Number of Security Personnel:
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Signature of Applicant:	Date:
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Post review disposition:  Village Board approved.  
 Village Board not approved.  
 Applicant advised of Village Board determination: \_\_\_\_\_, \_\_\_\_\_, 202\_\_\_\_\_.  
 Village Board approved with attached statement of conditions imposed.