

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.	
To the extent applicable please complete the attached event diagram depicting the location of the items listed. As to each item listed indicate whether a depiction is included or not applicable by so marking the appropriate box at the bottom of the diagram.	
(If Applicable) Organization providing Security:	(If Applicable) Number of Security Personnel:
Applicant agrees that unless expressly exempted by Village Board resolution applicant or if applicant is acting as an agent applicant's principal shall purchase and maintain at applicant or principle's own expense, insurance providing Commercial General Liability (CGL) coverage with limits of insurance of not less than \$1,000,000. The Village shall be included as an additional insured. Insurance for the Village as additional insured shall be as broad as the coverage provided for the named insured. Coverage for the additional insured shall apply as primary and non-contributing insurance before any other insurance or self-insurance. A Certificate of Insurance shall be provided to the Village no later than one (1) week before the first date of the proposed special event. Attached to each certificate of insurance there shall be a copy of the additional insured endorsement that is part of the commercial general liability policy.	
Signature of Applicant:	Date:

Post review disposition: Village Board approved.
 Village Board not approved.
 Applicant advised of Village Board determination: _____, _____, 202_____.
 Village Board approved with attached statement of exemptions or conditions imposed.

Event Diagram

Event Name: _____



Map Elements to include on the map:		Added	N/A
Label streets		<input type="checkbox"/>	<input type="checkbox"/>
Address numbers of affected properties		<input type="checkbox"/>	<input type="checkbox"/>
Location of tents, canopies, inflatables (include dimensions)		<input type="checkbox"/>	<input type="checkbox"/>
Location of food trucks (>10' apart, >10' from structures)		<input type="checkbox"/>	<input type="checkbox"/>
Location of other items that will be placed in the roadway		<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian access and walkways.		<input type="checkbox"/>	<input type="checkbox"/>
Emergency vehicle access (minimum width of 20 feet)		<input type="checkbox"/>	<input type="checkbox"/>
Location of parking facilities & number of parking spaces		<input type="checkbox"/>	<input type="checkbox"/>
Location of trash facilities:		<input type="checkbox"/>	<input type="checkbox"/>
Location of water facilities:		<input type="checkbox"/>	<input type="checkbox"/>
Location of electrical facilities:		<input type="checkbox"/>	<input type="checkbox"/>
Location of toilet facilities including porta-toilets		<input type="checkbox"/>	<input type="checkbox"/>
Location of entrances where public is to enter & exit site		<input type="checkbox"/>	<input type="checkbox"/>
Location of vendors, including booths & food service		<input type="checkbox"/>	<input type="checkbox"/>