



VILLAGE OF MILLBROOK

35 MERRITT AVENUE PO BOX 349 MILLBROOK NY 12545 TEL: 845-677-3939 FAX: 845-677-3972

RODNEY BROWN
MAYOR

SARAH WITT
CLERK/TREASURER

NICOLE ZEKO
DEPUTY CLERK

APPLICATION FOR PERMIT OF PUBLIC ASSEMBLY

THIS APPLICATION WILL NOT BE PROCESSED UNLESS COMPLETELY FILLED OUT

MILLBROOK CODE §162-5

§162-5: Any person who wants to conduct a public gathering or assemblage, parade or motorcade shall apply to the Mayor for a permit at least 30 days in advance of the date of the proposed public gathering or assemblage, parade or motorcade. The Mayor may, in his or her discretion, consider any application for a permit to conduct a public gathering or assemblage, parade or motorcade which is filed fewer than 30 days prior to the date such public gathering or assemblage, parade or motorcade is to be conducted. The application for such permit shall be made, in writing, on a form approved by the Mayor. In order that adequate arrangements may be made for the proper policing of the public gathering or assemblage, parade or motorcade, the application shall contain the following information:

APPLICANT INFORMATION:

Name of Applicant: _____ Name of Organization: _____

Street/Address: _____ Name of Chairperson: _____

City/State/Zip: _____ Street/ Address: _____

Phone Number: () _____ City/State/Zip: _____

Cell Phone Number: () _____ Phone Number: () _____

Address of the event: _____

Name and Purpose of the public assembly event for which a permit is requested: _____

Date(s) and time(s) of the public assembly event:

A. Set-up for the public assembly event will begin _____ (am/pm) on _____ (Month/Day/Year)

B. The public assembly event will begin _____ (am/pm) on _____ (Month/Day/Year)

C. The public assembly event will end _____ (am/pm) on _____ (Month/Day/Year)

D. Clean-up/Take-down will be completed by _____ (am/pm) on _____ (Month/Day/Year)

E. Rain Date _____

Maximum number of participants expected: _____ (if unsure, please provide an estimate)

5. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: () _____ Cell Phone Number: () _____

Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Village of Millbrook and naming the Village of Millbrook and Dutchess County as additional insured on this policy. A certificate of insurance, as described, must be provided to the Village of Millbrook before a permit is issued to utilize the facility. It can be mailed to the Village Hall or faxed to 845-677-3972.

IN ORDER TO DETERMINE WHETHER OR NOT YOUR REQUEST MEETS THE CRITERIA FOR A PERMIT, PLEASE SUPPLY THE INFORMATION REQUESTED BELOW ON A SEPARATE SHEET(S) OF PLAIN PAPER AND ATTACH TO THIS APPLICATION. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN DENIAL OF YOUR PERMIT APPLICATION.

A. Provide plans for the public assembly event: Please describe all activities, principal speakers and time schedule, and a sketch of the route of any march, run or parade planned in conjunction with disbanding area.

B. Are you in need of Millbrook Police Department coverage for your event? Yes _____ No* _____. If yes, there will be an agreement contract that needs to be filled out and fees for the coverage will be assessed. You can obtain this agreement through the Clerk's office.

*If no, please sign here that you are denying the need for police coverage for your event: _____

C. List all props, platforms, stages, sound equipment, electrical wiring, decorations, catering equipment, tables, chairs, tent, and/or other items to be used.

D. List all contractors, suppliers, groups, or individuals providing support services, such as caterers, musical groups, sound technicians, electricians, first aid, security, traffic control, sanitation, etc. (including name, address, phone number and service provided).

E. If your public assembly event will involve the setting up of booths, tables, tents, etc., please provide a diagram showing the location of each and a list of the names of each individual or group assigned to each booth or area, and the activity, service, or function that will be provided at each booth or area. If items are to be given away or otherwise dispensed (i.e. printed material, leaflets, bumper stickers, tee shirts, buttons, etc.), please provide a list of all such items for each booth area.

F. Please provide a list showing the name, address, phone number, and contact person for any other organizations or co-sponsoring organization involved in this public assembly event.

G. Is there any reason to believe, or is there any information indicating that any individual, group or organization will seek to disrupt your public assembly event? YES _____ NO _____. If the answer is yes, please attach explanation on a separate page.

The applicant by his or her signature certifies that:

1. All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a denial or revocation of a permit.
2. The individual and/or organization requesting a permit, agree(s) that while using the facilities made available by the Village of Millbrook that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation.
3. Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (Do Not Print) _____ Date _____

****IN OFFICE USE ONLY****

APPLICATION HAS BEEN: ACCEPTED _____ OR DENIED _____ DATE: _____

REASON FOR DENIAL: _____

AUTHORIZED SIGNATURE: _____
(MAYOR)

Comments: