



# CITY OF PORT JERVIS

P.O. BOX 1002  
20 HAMMOND STREET  
PORT JERVIS, NEW YORK 12771  
(845) 858-4000

## 2026 APPLICATION FOR PUBLIC ASSEMBLY PERMIT

Pursuant to provisions of Chapter --- "Public Assembly" of the City of Port Jervis City Code, the following application is made. Completed application shall be submitted to the City Council, City of Port Jervis, at least thirty (30) days for 1-49 persons, sixty (60) days for 50-100 persons, ninety (90) days for 100-250 person, or one hundred twenty (120) days for over 250 persons prior to the date of the gathering.

There is NO fee for this permit

Please note: Certificate of Insurance and supplemental information are required. See page 3 for insurance information.

### SECTION 1. APPLICATION INFORMATION

Name of Applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Sponsoring Organization (If Any): \_\_\_\_\_

Address of Sponsoring Organization: \_\_\_\_\_

City of Sponsoring Organization: \_\_\_\_\_

What is Applicants relationship to sponsoring organization? \_\_\_\_\_

Is the applicant a professional fund raiser? (As defined in Section 171-a of the New York Executive Law): ☐ Yes ☐ No

### SECTION 2. NATURE OF EVENT

What is the Nature or Purpose of this Assembly, Gathering, or Event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of this Assembly, Gathering, or Event? \_\_\_\_\_

Tax Map Number of Premises for this Assembly, Gathering, or Event? (obtainable through the Port Jervis Assessor's Office): \_\_\_\_\_

Description of Premises (include whether it is commercial, residential, or city property and approximate size of parcel to be used): \_\_\_\_\_

Ownership of premises: Who owns the premises Assembly, Gathering, or Event will take place? ☐ Applicant ☐ Other

IF APPLICANT DOES NOT OWN PREMISES, DOES APPLICANT HAVE CONSENT OF OWNER TO HOLD GATHERING? ☐ Yes ☐ No

(Attach written consent of owner or copy of lease agreement)

### **SECTION 3. PERTINENT INFORMATION**

Date(s) of gathering: \_\_\_\_\_ Number of Persons Expected: \_\_\_\_\_

Will there be a rain date? ☐ Yes ☐ No If you answered Yes, what date would you like your rain date? \_\_\_\_\_

Time of Gathering: \_\_\_\_\_ Expected Duration: \_\_\_\_\_

Will you need a street or streets to be closed? ☐ Yes ☐ No. If you answered Yes, what streets will you need closed? \_\_\_\_\_

What time will the streets need to be closed? \_\_\_\_\_ What time can the streets be reopened? \_\_\_\_\_

Do you need temporary cardboard "No Parking" signs posted? ☐ Yes ☐ No

If yes will you be providing the signs? ☐ Yes ☐ No Will you put up the temporary "No Parking" signs? ☐ Yes ☐ No

Do you need barricades? ☐ Yes ☐ No. If you answered Yes, where do you need the barricades? \_\_\_\_\_

Do you need a PA System? ☐ Yes ☐ No. If you answered Yes, where do you need the PA System? \_\_\_\_\_

Music: ☐ Yes ☐ No If Yes, please state the source that is to be provided. (e.g. live band, DJ, Pre-Recorded Source) – All Music Must End at 11:00pm.

Do you need a Podium? ☐ Yes ☐ No. If you answered Yes, where do you need the Podium? \_\_\_\_\_

Do you need the city portable stage? ☐ Yes ☐ No. If you answered Yes, where do you need the stage? \_\_\_\_\_

Do you need folding chairs? ☐ Yes ☐ No. If you answered Yes, how many folding chairs do you need? \_\_\_\_\_

Where do you need the folding chairs? \_\_\_\_\_

Do you need additional garbage cans placed out? ☐ Yes ☐ No. If you answered Yes, how many additional garbage cans do you need? \_\_\_\_\_. Where would you like the additional garbage cans? \_\_\_\_\_

State details for refuse removal and provisions for sanitation facilities: \_\_\_\_\_

Electric: Will you need electric service? ☐ Yes ☐ No. If you answered Yes we will need a map of locations and needs. Also be advised that a city electrician must be on hand during the entire time this electric service will be needed.

Lighting: Indicate all lighting other than house or street lights used as well measures to be taken to prevent any source of exterior lighting from becoming visible across property lines.

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Will you need the City Tent (20'x40')? ☐ Yes ☐ No (Please Note there is an additional charge for setup, take down, as well as use of this tent at \$500.00)

Will a tent (or tents) be provided in connection with the proposed Assembly, Gathering, or Event? ☐ Yes ☐ No If yes, please have the attached Tent Permit application completed and approved by the Fire Inspector.

Will there be an Admission Charge for the event? ☐ Yes ☐ No Will the Event include Sales of any kind? ☐ Yes ☐ No

Parking: Attendant? ☐ Yes ☐ No Number of cars expected? \_\_\_\_\_ Location to park vehicles for the event? \_\_\_\_\_

Will there be vendors? ☐ Yes ☐ No How much is each vendor being charged? \$ \_\_\_\_\_

Will your event need a Street Sweeper to clear the road before the event? ☐ Yes ☐ No. After the event? ☐ Yes ☐ No

NOTE: Police Officers are available on an overtime wage to direct traffic and staff intersections as well as for security within the event. Will your event need police officers? ☐ Yes ☐ No. How many police officers? \_\_\_\_\_

Is there an admission charge to this Assembly, Gathering, or Event? ☐ Yes ☐ No If so, how much \$ \_\_\_\_\_

Will your Assembly, Gathering, or Event require City of Port Jervis employees?	How Many	Hours
Police	_____	_____
DPW	_____	_____
Electrician	_____	_____
Fire	_____	_____

Note: Cost for police is (contact city clerk office) per hour per officer, DPW (contact city clerk office) per hour per employee, Electrician (contact city clerk office) per hour per employee, and there is no per hour fee for Fire or Fire Police but can only be used on an as available status as they are volunteer. (These rates are good until the end of this calendar year)

#### Signage:

Will there be banners placed in locations permitted by the city? ☐ Yes ☐ No. If so, it can only be displayed 20 days prior to the event and must be removed directly following the event. How many banners do you have? \_\_\_\_\_ There are a maximum of 5 banner locations throughout the city allowed for events and banners and all must conform to the following dimensions 30" wide and 46" long and include corner eyehooks. Will you place and remove these banners? ☐ Yes ☐ No. If you answered Yes and are approved, then you will be advised when and where to place your banners by the Director of DPW. You must also remove them on date given by the DPW Director. There will be an additional charge to have the city put up and take down the banners. Additionally, there will be a charge should banners not be taken down on specified date. (NOTE: The City may temporarily remove your banner(s) at any of the locations for any one day city events to promote their event)

Will there be any off premise signs (besides banners on city poles)? ☐ Yes ☐ No. If so, it can only be displayed 10 days prior to the event and signs must conform to the City of Port Jervis Local Law on signage.

**Insurance:**

Do you, your organization, or 3<sup>rd</sup> party have your own insurance policy to cover this event? \_\_\_\_ Yes \_\_\_\_ No - The City of Port Jervis needs to be named as a covered party under any policy for an event that occurs within the city and must have a minimum level of coverage of \$1,000,000 per occurrence / \$5,000,000 aggregate for liability. Additionally, the policy must be from a licensed New York State Insurer, contain a 30 day notice of cancellation, and agrees to indemnify the municipality for any applicable deductibles.

The additional questions below as well as those above MUST be answered for review by the city's insurance company before your event is approved. Any questions left blank will result in a denial of this requested Assembly, Gathering, or Event.

1. Estimated Maximum Attendance at Any One Time? \_\_\_\_
2. Are any bleachers being used? \_\_\_\_ Yes \_\_\_\_ No
3. Capacity of bleachers if being used: \_\_\_\_
4. List Sponsors and Co-Sponsors of this Assembly, Gathering, or Event \_\_\_\_\_
5. Are independent contractors being use to provide any service? \_\_\_\_ Yes \_\_\_\_ No
  - a. If so, what services? \_\_\_\_\_
6. How is security being provided for this event? \_\_\_\_\_

Be sure to attach your insurance policy for this Assembly, Gathering, or Event to this packet for approval.

**Fee Schedule:**

Please initial this fee schedule so that you are aware of the potential costs of what you are requesting.

Police Officer per hour (contact city clerk office) per officer \_\_\_\_ (initial)

DPW Employee per hour (contact city clerk office) per employee \_\_\_\_ (initial)

City Electrician per hour (contact city clerk office) per employee \_\_\_\_ (initial)

Fire Department / Fire Police per hour free as available per volunteer \_\_\_\_ (initial)

**CITY FACILITIES USE REGULATION**

The undersigned is over 21 years of age, has read this form, and attached regulations and agrees to comply with same. He/She agrees to be responsible to the municipality for the use and care of any public facilities that might be used. He/she, on behalf of themselves or their organization, does hereby covenant and agree to defend, indemnify, and hold harmless the municipality from and against any and all liability, loss, damage, claims, or actions (including cost and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Municipality's property, facilities, and/or services by this person or organization.

The applicant further consents and agrees to abide by any and all ordinances of the City of Port Jervis, including, but not limited to Chapter 389 "Parks and Recreation", Chapter 381 "Noise", and Chapter 505 "Vehicle and Traffic" of the City of Port Jervis City Code. Copies of the above mentioned ordinances are available upon request.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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Date Application Received by City Clerk Office: \_\_\_\_\_

Department Review / Approval

PERMIT #: \_\_\_\_\_

POLICE: DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

REASON(S) DENIED: \_\_\_\_\_

DPW: DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

REASON(S) DENIED: \_\_\_\_\_

RECREATION: DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

REASON(S) DENIED: \_\_\_\_\_

BUILDING DEPARTMENT: DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

REASON(S) DENIED: \_\_\_\_\_

COMMON COUNCIL: DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

REASON(S) DENIED: \_\_\_\_\_

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Signature  
City Clerk

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Signature  
Mayor

**CITY FACILITIES USE REGULATIONS  
CITY OF PORT JERVIS**

The Use of all City Facilities shall be subject to the approval and rules of the Common Council.

1. Organizations wishing to use municipal facilities shall first apply to the City Clerk's office in the prescribed amount of time based on the Public Assembly Permit Application.
2. In the event of inclement weather, the Mayor or his/her designee has the authority to deem whether the facilities are usable.
3. No Alcohol, unless permitted under contract and prior approval of city insurance, or Drugs shall be brought onto municipal grounds or into city facilities at any time.
4. Any posted rules of the facility must be adhered too.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited and those violating any prohibition will be ejected from the premises.
6. Any damage to city facilities shall be promptly repaired at the applicant's expense.
7. All facilities should be secured and all lights or other electrical equipment turned out when leaving.
8. Individuals or organizations using the facilities must clean up immediately after use. Any additional clean-up required will be done at the user's expense.
9. Use of Park facilities shall be limited to no more than three (3) days per week, not to include weekends.
10. Any organization with youth less than 18 years old requires the presence of adequate adult supervision at all time. (e.g: 1 adult for every 15 children)
11. The city reserves the right to charge for the use of specific facilities, personnel, or property which will be due and payable prior to the event.
12. Deposits must be made prior to the event and will be held until an inspection after the event by designated city personnel is complete.
13. Applicant acknowledges that failure to obtain and/or maintain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the municipality. The failure of the municipality to object to the accuracy of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the municipality.
14. Parking of motor vehicles shall be permitted on city land in only such areas and by such means as the Common Council shall approve. No vehicles shall be parked or left unauthorized upon city owned lands between sunset and sunrise. The city may remove any vehicle parked on city owned or leased land in violation of the rules. The city shall be paid the cost of removal, including towing and storage charges, which shall be paid in full to the City Clerk Treasurer by cash, money order, or certified check.
15. The following activities shall be permitted as applicable:
  - a. Picnicking at areas specifically designated for such use by the city.
  - b. Any other activity that may be authorized and for which a permit has been issued, pursuant to the rules and regulations for use of certain public buildings and premises owned or leased by the city as contained herein.
16. Any activity that is not specifically permitted on applicable city owned or leased lands shall be prohibited, no person shall undertake such use or activity, at or upon any applicable city owned or leased lands. The following is a list of prohibited activities that is not intended to be exclusive:
  - a. Obstructing vehicular or pedestrian traffic
  - b. Congregating with other persons and refusing to comply with a lawful order of law enforcement officers to disperse.
  - c. Creating, or causing to be created, a hazardous or physically offensive condition by any act which serves no legitimate purpose.
  - d. Discharging of fireworks or firearms (unless specifically authorized by the Common Council and pre-approved by the city's insurance company and licensed by the proper governmental agencies)
  - e. Picnicking or camping in areas not designated for such use.
  - f. Camping with tents, campers, or trailers, outside designated areas without special permission from the Common Council
  - g. Causing city lands to be littered by debris, garbage, refuse, bottles, cans, or abandoned articles of personal property.
  - h. Defacing any property or place with permanent pain, posters, placards, stickers, or vandalism.
  - i. Engaging in fighting or in violent tumultuous or threatening behavior
  - j. Making unreasonable noise.

- k. Selling, peddling, or hawking food, beverages, or wares without Common Council approval.
  - l. No camp fires outside designated areas without Common Council approval.
  - m. No motorbikes, ATV's, or minibikes will be allowed on the lands or facilities without Common Council approval.
17. Any person violating any of these provisions shall, upon conviction thereof, be guilty of a violation and shall be subject to the payment of fines and/or imprisonment. Each day's violation shall constitute a separate and additionally violation, notwithstanding any penalty provided. The City of Port Jervis may enforce obedience of these regulations or any part thereof by injunction to restrain such violations.

**CERTIFICATE OF INSURANCE**

Annexed hereto is a Certificate of Insurance naming the organization or individual responsible for the Assembly, Gathering, or Event, and the City of Port Jervis as an additional covered party ("insured"), setting forth the purpose of the Assembly, Gathering, or Event and the date(s) thereof, in a minimum amount of ONE MILLION (\$1,000,000) DOLLARS coverage for liability, and FIVE HUNDRED THOUSAND (\$500,000) DOLLARS for property damage. It is understood and agreed that no permit shall be issued for an event unless the attached Certificate of Insurance is approved by the agent representing the insurance underwriter.

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**Organization or Individual Name**

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**Signature**

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**Print Name & Title**

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**Date**

**RELEASE OF ALL CLAIMS  
AND  
AGREEMENT TO INDEMNIFY AND HOLD HARMLESS**

Date: \_\_\_\_\_

Inconsideration of the permission given by the City of Port Jervis

for the use of \_\_\_\_\_ in order to  
(City Facility)

\_\_\_\_\_, on \_\_\_\_\_  
(Activity) (dates)

\_\_\_\_\_ hereby agrees to  
(Name of applicant, organization)

Indemnify and hold harmless the City of Port Jervis and every agent, employee, and official thereof against all liabilities, claims, suits, awards, or judgments whatsoever which may arise directly or indirectly out of above activity in favor of, or which might be claimed by \_\_\_\_\_ or third parties/  
(name of applicant, organization)

It is understood and agreed that this release of claims and agreement to indemnify and hold harmless is a condition precedent and an un-servable part of the permission given by the City of Port Jervis, and the City was induced to grant such permission by the promise of the undersigned to grant this release.

NAME: \_\_\_\_\_  
(Please Print)

Responsible Official of  
organization with authority  
to sign.

SIGNATURE: \_\_\_\_\_

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

Today, \_\_\_\_\_,  
(Date) (Name)

Appeared before me and signed the foregoing instrument.

\_\_\_\_\_  
Notary Public



*"This City is an Equal Opportunity Provider and Employer. To file a complaint of discrimination Write: USDA Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795 - 3272 (voice) or (202) 720-6382 (TDD)"*

