



CITY OF PORT JERVIS

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

2023 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? _____

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.

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 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 3rd 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

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: _____

Signature
City Clerk

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 spate 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 HUNDERED 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.

Organization or Individual Name

Signature

Print Name & Title

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)"

