



Town of New Lebanon, NY

Special Events License Application Instructions

Before planning an event, property owners should become familiar with Town Code Chapter 101 Special Events, <https://ecode360.com/5149736>.

A completed Special Events Application shall be submitted to the appropriate licensing authority as follows:

A completed **Town Board Special Events License Application** is required to be submitted to the Town Clerk to process for Town Board review if the special event is expected to bring together either (1) 500 or more people at any one time, or (2) an aggregate of 1,000 or more people over the course of any 24-hour period. The application must be submitted not less than 90 days prior to the special event. The Town Board Special Events License Application can be downloaded here. >>[INSERT LINK HERE]; or

A completed **Building Department Special Events License Application** is required to be submitted to Code Enforcement Officer for events expected to bring together 150 – 499 people. The application must be submitted 60 days prior to the special event.



Town of New Lebanon
 PO Box 328
 New Lebanon, New York 12125
 Phone: 518.794.8884 | Fax: 518.794.9694
 Email: buildingdept@townofnewlebanon.com

SPECIAL EVENTS LICENSE APPLICATION
LICENSING AUTHORITY: CODE ENFORCEMENT OFFICER

Application No (office use only): _____

SITE INFORMATION

Site Location (Street Address): _____ Nearest Crossroad: _____

Tax Map No.: _____ Zoning District: _____

PROPERTY OWNER & APPLICANT/DESIGNATED CONTACT INFORMATION

Property Owner Name: _____ Phone: _____

Mailing Address: _____

Email: _____

Applicant Name (if different from Property Owner): _____ Phone: _____

Mailing Address: _____

Email: _____

Designated Contact (if different) Phone: _____ Email: _____

EVENT NAME/TYPE

Name of Event: _____

NATURE OF PROPOSED EVENT (PART A)

- Will take place on a public road or on any ground abutting thereon
- Is expected to bring together 150 or more people at one time or an aggregate of 500 or more people over the course of any 24-hour period
- Meets one or more of the following criteria: (Circle the letter of all/any that apply) **(a)** the event involves the rent or lease of a site; **(b)** the event involves an admission fee; **(c)** the event involves a parade; or **(d)** the event involves the display of Class B or higher pyrotechnics

Exemptions (PART B)

- The proposed event is occurring inside permanently established places of assembly, such as a place of worship, public auditorium, sporting venue, theater, recreation hall, gym, or other structure designed primarily for assembly of people, provided that the maximum number of persons expected to attend or in actual attendance does not exceed the maximum number of occupants for the structure and that the maximum number of vehicles expected to park at the location does not exceed the number of parking spaces available.
- The event is being held by or in conjunction with any local, state, or federal government....
- The proposed event is a school -sponsored events held on school property
- The proposed event sponsored by a religious organization on property owned by such religious organization
- The proposed event is a Memorial Day parade and/or ceremony
- The proposed event is being conducted at a private residence that does not involve: the rent or lease of the site to a non-occupant, an admission fee, a parade, or the display of Class B or higher pyrotechnics

EVEN IF ANY OF THESE EXEMPTIONS APPLY, PLEASE CONTINUE TO PART 'C' BELOW AND CONTINTUED ON PAGE 2

NATURE OF PROPOSED EVENT (PART C)

Will the proposed event exceed: (1) 500 or more people at any one time, or (2) an aggregate of 1, 000 or more people over the course of any 24-hour period.

YES or NO

Will the proposed event involve the use of Class B or higher pyrotechnics (fireworks) YES or NO

Will the proposed event require the construction of any structures including staging/platforms, any electrical/plumbing work, tents, mobile food trucks, or any other work that may require a building/operating permit? _____.

Have you received any Special Use Permit approvals for any uses currently conducted on the property? YES or NO
If yes, please provide a copy of your final Decision Document issued by the authorizing Board.

With this application, please include the following supporting documents:

- 1) A map showing the exact location of the property on which the special event is proposed to be held, the names of owners of adjoining properties, the roads abutting the subject property, the size and location of any existing or proposed buildings, structures, and other facilities to be used for the special event, whether permanent or temporary, the location of any parking areas, the location of sanitary facilities and solid waste collection bins and storage containers, and any temporary or permanent lighting fixtures to be used during the special event;
- 2) The signed written consent of the property owner to the applicant's submission of the application, to the holding of the special event at the site, and to the entry and inspection by the licensing authority or the authorized representative of the licensing authority as provided in this Chapter;
- 3) A detailed narrative describing: **a)** The general purpose and nature of the special event; **b)** The proposed activities that will occur at the special event; **c)** The anticipated maximum attendance at the special event at any one time and in the aggregate during any 24-hour period; **d)** The dates and proposed hours of operation of the special event; **e)** Whether alcoholic beverages or cannabis products will be sold or permitted at the event; **f)** Whether a fee will be charged for admission and/or for parking; **g)** Whether the event involves the rental or leasing of the proposed special event site and/ or any facilities located on the site; **h)** Whether a tent or tents will be erected for use at the special event; **i)** The plans for parking, vehicular and pedestrian traffic circulation within the site, and for sanitation, waste removal, and lighting; **j)** For events for which the Town Board is the licensing authority, the plans and availability of police, highway safety personnel, and on-site security personnel for the special event, along with a written statement from such police, highway safety personnel, and on-site security personnel setting forth a description of the services to be provided in connection with the special event; and **k)** A copy of all other required licenses for the special event, including without limitation and as applicable, sanitary facilities, waste removal, food service, and alcohol or cannabis sales, or if such licenses have not been issued as of the date of submission, a copy of the applications submitted therefor.

I certify that the statements herein contained are true to the best of my knowledge and belief and I have prepared and submitted all pages of this application. By signing this application, the undersigned does hereby grant permission to members of the Town of New Lebanon Planning Board and Building Department to enter upon my property for the purpose of examining same by reason of an application now pending before said Board.

Signature of Property Owner _____ Date: _____

Signature of Applicant _____ Date: _____

Fees: If the CEO determines that a Special Events License is not required, the Special Event fees & supporting document submission requirement will be waived. However, any building/operating permit fees will be applicable if/when required

Submission of an application hereunder constitutes the consent of the applicant to the entry upon and inspection of the proposed site by the licensing authority and/or the authorized representative(s) of the licensing authority for purposes of ascertaining the appropriateness of the site for the special event. Submission of an application hereunder constitutes the agreement by the applicant that it will indemnify, hold harmless, and defend the Town of New Lebanon, its departments, boards, agents, employees, officers, personnel, and independent contractors from and against any and all liability, damages, judgments, suits, claims, costs and expenses, including reasonable attorneys' fees, whatsoever, arising from or as a result of the special event or from any decision made on a special event license application.

Code Enforcement Officer review/comments section – Office Use Only

Date Received: _____ Application No: _____

- The applicant has been notified that the proposed event does not require a Special Event License Based on info submitted Part A
- The applicant has been notified that the proposed event is exempt from requiring a license based on exemptions info submitted in Part B
- The applicant has been approved for the issuance of a License by the Code Enforcement Officer based on review of the info submitted. License to be issued within 30 days
- The applicant has been notified that the event exceeds the threshold for CEO approval based upon info provided in Part C and has been guided to complete the Town Board Special Events License Application to be submitted to the Town Clerk
- CEO has advised the applicant of any Operating Permits that are required based on the information provided in Part C.
- CEO has issued the following Building Permits/Operating Permits _____

CEO Signature: _____ Date: _____

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|---|
| Fees: Date: _____ |
| Ck No or Cash. _____Receipt No. _____Amount Received: _____ |