

# SPECIAL EVENT PERMIT APPLICATION



Application for PERMIT for SPECIAL EVENT (fair, picnic, block party, or other community gathering in any public place) in accordance with provisions of Chapter 92, Art. 111, Sec. 92-6, Sub. B, of the Code of the Village of Rockville Centre.

**PLEASE PRINT**

APPLICATION DATE: \_\_\_\_\_

To: The Village Clerk-Treasurer  
Village of Rockville Centre  
One College Place, Rockville Centre, NY 11570

I, \_\_\_\_\_, hereby apply for a permit to conduct a SPECIAL EVENT, and hereby agree to comply with the terms of such permit\*.

PERSON OR ORGANIZATION  
CONDUCTING SPECIAL EVENT: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Will alcoholic beverages be:	Consumed	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
		Sold	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
		Distributed to minors	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

What type of alcoholic beverages will be served? \_\_\_\_\_

Will food and soft drinks be served? YES  NO

Who will be responsible for cleaning up the area? \_\_\_\_\_

What will you need from the Village? i.e. Barricades (# of), access to Electricity, Showmobile etc.  
**\*\*Barricades are required to close the street(s) and there is a fee of \$25 per set of Barricades and each intersection requires a set of barricades.\*\***

Will outside Vendors be brought in? YES/NO  i.e. Inflatables/DJ/Food Truck

Vendor Names: \_\_\_\_\_

(if yes, please provide proof of insurance)  
**\*\*All applications MUST be sent 30 days in advance**



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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

Granted \_\_\_\_\_ Denied \_\_\_\_\_

Reason Denied \_\_\_\_\_

Dated \_\_\_\_\_

**\*PLEASE NOTE: IF THE EVENT IS A BLOCK PARTY, PLEASE HAVE THE OWNER/RESIDENT OF EACH HOUSE ON THE STREET WHERE PARTY IS TO BE HELD INDICATED HIS/HER APPROVAL BY SIGNING THIS APPLICATION APPLICATION MUST BE SUBMITTED FIVE (5) WORKING DAYS PRIOR TO EVENT OR SUBJECT TO DENIAL.**

**OWNER**

**ADDRESS**

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**DISTRIBUTION LIST:**

- Village Administrator
- Deputy Clerk Treasurer
- Police Department
- Public Works Department
- Recreation Department
- Field Scheduling