

ONE-DAY EVENT VENDOR PERMIT



To apply for a One-Day permit, submit the following items:

1. Completed **application form**.
2. Completed **background check form** (fingerprinting not required).
3. A copy of your driver's license or other **government-issued photo ID**.
4. **Certificate of Liability Insurance**. You must carry liability insurance naming the City of Troy as an additional insured for the period covered by the permit in the following amounts:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Aggregate
 - \$1,000,000 Products and Completed Operations
 - \$2,000,000 Products and Completed Operations Aggregate
 - \$1,000,000 Advertising and Personal Injury Liability

If alcoholic beverages are served or sold, add:

 - \$1,000,000 Liquor Liability
5. New York State law requires that you submit either **proof of workers' compensation/disability insurance** (Form C-105.2) or **proof of exemption** (Form CE-200). Go to <http://www.wcb.ny.gov/> for more information. You must submit one of these forms; a written statement is not acceptable.
6. If you are preparing, processing, or cooking food on site, you must hold a **one-day or mobile food permit** from the Rensselaer County Department of Health. You can reach them at 518-270-2711.
7. In order to serve, sell, or consume alcohol on City property, you must get a **permit from the New York State Liquor Authority**, available online at <https://sla.ny.gov/permits-available-online>. As part of your NYS SLA permit application, you will need a permission letter and waiver of the open container law from the Deputy Mayor. These will not be provided until your One Day Event Vendor application has been approved.
8. **\$20 non-refundable application fee**. Cash, check, or money order. Payable to Troy City Clerk.

Incomplete applications will not be processed.

Office of the City Clerk
 433 River St, Suite 5001
 Troy, NY 12180
 (518) 279-7134
 fax: 518-270-4639
 cityclerk@troyny.gov



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**YOU MUST SUBMIT YOUR APPLICATION AT LEAST
2 WEEKS BEFORE THE EVENT**

Contact Person:		
Phone #:	Email:	
<input type="checkbox"/> Self-Employed/Business Name:		
<input type="checkbox"/> Employer Name:		
Mailing Address:		
Type of Event: <input type="checkbox"/> Block Party <input type="checkbox"/> Street Festival <input type="checkbox"/> Parade <input type="checkbox"/> Other:		
Name of Event:		
Date of Event:	Hours:	
Describe Items Being Sold or Distributed:		
Are you selling food/beverages? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Applicant's Signature:		Date:
<p>Attach to your application:</p> <ol style="list-style-type: none"> 1) \$20 processing fee 2) Background check form (fingerprinting not required) 3) Certificate of Insurance naming the City of Troy as an additional insured 4) Proof of worker's compensation insurance or proof of exemption 5) Rensselaer County Health Department Certification for food/beverage vendors <p>Incomplete applications will not be processed.</p>		
Office Use Only		
Commissioner of General Services:		Date:
Deputy Mayor:		Date:
Chief of Police:		Date:
(seal)	City Clerk:	Date:

2022 Special Event/Film Permit Fees

Application Fee	\$20.00	
Usage Fees (contact Parks and Rec for use of other parks)		
	Resident / Non-Profit Organization	Non-Resident / Commercial Organization
City Street or Alley	Per day: \$25 for first block; \$40 each additional block	Per day: \$50 for first block; \$75 each additional block
Riverfront Park	\$0	\$25 per day or portion thereof
Sage Park	\$0	\$10 per day or portion thereof
Barker Park	\$0	\$10 per day or portion thereof
Service Fees		
Police/Public Safety	Troy Police Department will assess event and inform applicant of number of officers required and total fee.	
Fire/Emergency Services	Troy Fire Department will assess event and calculate fee.	
DPW Services	Commissioner of General Services will assess event and calculate fee.	
Trash Bins	\$5 each	
Recycling Bins	Free	