

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



SPECIAL EVENT PERMIT
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SUBMIT COMPLETE APPLICATION AT LEAST 14 DAYS PRIOR TO YOUR EVENT

Contact Person:	
Phone #:	Email:
Mailing Address:	
On-Site Contact on Event Day, if different:	
Cell Phone #:	
Business Name/Sponsoring Organization (if applicable):	
Address of Business/Organization:	
Name of Event:	
Select one: <input type="checkbox"/> Free/Open to Public <input type="checkbox"/> Ticketed Event <input type="checkbox"/> Private Event Select one: <input type="checkbox"/> One-Time Event <input type="checkbox"/> Annual/Recurring; date of most recent event: _____ Select one: <input type="checkbox"/> Procession/March/Parade <input type="checkbox"/> Run/Walk/Cycle <input type="checkbox"/> Festival/Fair <input type="checkbox"/> Block Party <input type="checkbox"/> Concert/Performing Arts <input type="checkbox"/> Film/Video Shoot <input type="checkbox"/> Other event	
Description of Event:	
Specific Location Requested (attach map):	
Estimated Attendance (Crowd Size):	
Date(s) of Event:	Start/End Times:
Set-Up Date:	Set-Up Time:
Breakdown Date:	Breakdown Time:
Please describe how the event area will be cleaned and restored:	

Will Alcohol Be Served? <input type="checkbox"/> No <input type="checkbox"/> Yes (NYSLA permit required, see page 4.)
Will Food Be Served? <input type="checkbox"/> No <input type="checkbox"/> Yes (Anyone who is preparing, processing, or cooking food on site must have a permit from the Rensselaer County Department of Health; see page 4.)
Will there be vendors or other participating organizations/businesses? <input type="checkbox"/> No <input type="checkbox"/> Yes (All vendors/organizations/businesses setting up on City property should submit One-Day Vendor Permit applications; see page 4.)
<p>City Equipment and Services Requested (applicant is responsible for all fees incurred):</p> <input type="checkbox"/> Barricades (Metal-Bike Rack Style; 8 feet long) Linear Feet Needed: _____ <input type="checkbox"/> Street Cleaning. Please specify <input type="checkbox"/> before <input type="checkbox"/> after <input type="checkbox"/> both <input type="checkbox"/> Trash / Recycling Pickup. Please specify <input type="checkbox"/> before <input type="checkbox"/> after <input type="checkbox"/> both <input type="checkbox"/> Trash Bins, # Needed: _____ <input type="checkbox"/> Recycling Bins, # Needed: _____ <input type="checkbox"/> Electrical Power, Electrical Drops Needed: _____
Will this event require parking restrictions? <input type="checkbox"/> No <input type="checkbox"/> Yes
Describe area, including streets and addresses, where parking will be restricted:
Will this event require traffic control or road closures? <input type="checkbox"/> No <input type="checkbox"/> Yes
Description of traffic control or road closures requested:
Will this event require crowd control? <input type="checkbox"/> No <input type="checkbox"/> Yes
Description of crowd control requested:
Will this event require Troy Fire Dept. EMS coverage? <input type="checkbox"/> No <input type="checkbox"/> Yes (NYS Part 18 permit required; see page 4.)
NYS law requires EMS coverage if expected attendance is greater than 5,000 people. Billing period begins half an hour before on-site time and ends half an hour after leaving scene.
<p>Privately Supplied Equipment</p> <input type="checkbox"/> Amplified Sound. No electronic amplification may be used before 10 am or after 11 pm. Vendor/Contractor Name & Phone #:
<input type="checkbox"/> Stages, describe, including sizes and quantity: Vendor/Contractor Name & Phone #:

<input type="checkbox"/> Tents/Canopies, describe, including sizes and quantity (no stakes; only secure with weights): Vendor/Contractor Name & Phone #:		
<input type="checkbox"/> Portable toilets, quantity and location: Vendor/Contractor Name & Phone #:		
Include with your application: 1) A background check form for the primary contact person. 2) A copy of your Certificate of Insurance naming City of Troy as additional insured. See page 4. 3) A map of the location. 4) A list of vendors and other participating businesses or organizations. Each vendor must submit a One-Day Vendor Permit Application and supporting documents in order to participate in your event. These may be submitted separately. See page 4. 5) \$20 processing fee (cash, check, or money order). You will be billed separately for any additional fees that are incurred. Your application will not be processed until all paperwork has been submitted. Processing may take up to two weeks. Please submit your application as early as possible.		
<p>By signing and submitting this Special Events Application, the applicant and/or sponsoring organization agrees to indemnify, defend and hold harmless the City of Troy, its officers, employees, and agents from and against any and all losses, costs (including but not limited to, litigation costs and attorney fees), claims, suits, actions, damages, liability, and expenses occasioned wholly or in part by the event applicant/sponsor's act, omission, negligence, or fault, or the act, omission, negligence, fault of the event applicant/sponsor's agents, subcontractors, suppliers, vendors, employees, or servants in connection with the permit.</p> <p>Event organizers shall keep and hold harmless the City, its officers, employees, and agents for any and all claims, damages, and liability of any kind whatsoever relative to or arising out of the use of City property.</p> <p>The applicant and/or sponsoring organization further agrees to pay all costs incurred for City services rendered for each event. Special event cancellations or cancellation of requested services, or changes to event or requested services, must be made in writing ten days prior to the event. Failure to provide advance written notice may result in the sponsor(s) being required to reimburse the City of Troy for the previously agreed-upon services.</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Authorized Signature:</td> <td style="width: 40%; padding: 5px;">Date:</td> </tr> </table>	Authorized Signature:	Date:
Authorized Signature:	Date:	

Office Use Only	
Chief of Police:	Date:
Commissioner of GS:	Date:
Deputy Mayor:	Date:
(seal)	City Clerk: Date:

SPECIAL EVENT PERMIT APPLICATION INFORMATION

1. INSURANCE REQUIREMENTS FOR SPECIAL EVENT PERMITS

As required by § 2-14 of the City Code, you must carry public liability, bodily injury, and property damage insurance which covers the property to be used and identifies the City of Troy as an additional named insured. A Certificate of Insurance must be submitted to the City Clerk at the time of application and before any use of City property. Your Certificate of Insurance must name the City of Troy as an additional insured and must show liability coverage as follows:

Comprehensive General Liability

Each Occurrence	\$1,000,000
Aggregate	\$2,000,000
Products and Completed Operations	\$1,000,000
Products and Completed Operations Aggregate	\$2,000,000
Advertising and Personal Injury Liability	\$1,000,000

If alcoholic beverages are served or sold, add:

Liquor Liability	\$1,000,000
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Depending on the type of event, at the discretion of the City of Troy you may be required to add:

Umbrella Liability	\$1,000,000 to \$5,000,000
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2. ALCOHOL SALES/CONSUMPTION ON CITY PROPERTY

In order to serve, sell, or consume alcohol on City property, you must get a permit from the New York State Liquor Authority at <https://sla.ny.gov/permits-available-online> or contact the NYS SLA Licensing Department by phone at 518-474-3114 (press "1", then "3" for licensing) or by email at Licensing.Information@sla.ny.gov. 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 Special Event Permit application has been approved.

3. FOOD PERMITS

Anyone who is preparing, processing, or cooking food on site must hold a Mobile Food Vendor Permit or One-Day Food Vendor permit from the Rensselaer County Department of Health. They can be reached at 518-270-2711 or 518-270-2655, or via email at mgwynn@renesco.com.

4. VENDORS

If a business already operates in Troy, it still needs a One-Day Vendor Permit or Vendor's License to vend on City property as its insurance only covers its place of business, not City property. If a business vends at other events in Troy, such as the Farmers Market or Troy BID events, it still needs to submit a One-Day Vendor Permit application for your event. Only vendors who hold a Vendor's License for the current year from the City Clerk's office are exempt from this requirement. Vendor's Licenses are numbered consecutively by year; for example, VEN-2019-1.

If other businesses or organizations are tabling at your event, you may elect to cover them under your permit and insurance. In that case, they must be named as additional insured, along with the City of Troy, on your Certificate of Insurance.

5. FIRE/EMS COVERAGE

If anticipated attendance is greater than 5,000 people, NYS law requires Fire/EMS coverage and a NYS Part 18 Permit. For information, see: <http://www.health.ny.gov/professionals/ems/part18.htm>. The application can be found at: <https://www.health.ny.gov/forms/doh-44.pdf>