

Village of Lancaster, New York
Village Code Chapter 285* Special Events Application

Municipal Building • 5423 Broadway • Lancaster, NY 14086 • (716) 683-2105

If additional space is required, please use extra sheets

Event Name:	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.):	
Event Date(s):	Event Time(s):
Applicant Name:	Event Location:
Individual/Group/Corporation Name Holding Event:	Village Property Affected (If Applicable)
Applicant Address, City, State, Zip:	Support Services Requested of the Village (If Applicable)
Applicant Email:	Applicant Phone

Pursuant to §285-3(B)(2)(c), there must be an identified "in charge person" on premise during all hours of the event.

Event Contact Person:	Contact Cell Phone:	Date & Time(s) On-Premise at Event:

Anticipated Peak Attendance Number:	Anticipated Age Range of those in Attendance:
Will Alcohol be consumed? Applicant must comply with Village Code Section 85-3 "Alcoholic Beverages"	Will there be Amplified Sound or Music? If so, provide Hours:
Will Animals be part of the event?	Will Food Trucks be part of the event? Applicant must comply with Village Code Chapter 209 "Mobile Food Vending"

If the event is what is commonly referred to as a block party, provide the names and addresses of block neighbors who have been advised of the proposed block party, the names and addresses of block neighbors who support the application and the names and addresses of block neighbors, if any, who have expressed opposition to the application.

If applicable attach a map or sketch showing the location of information below:

(a) (If Applicable) Location of Parking Facilities indicating number of parking spaces being provided for:

(b) (If Applicable) Please explain Additional Traffic Control measures that will be undertaken to deal with traffic over/above the Parking Facilities explained in (a) above:

(c) (If Applicable) Location of Trash Facilities:

(d) (If Applicable) Location of Water Facilities:

(e) (If Applicable) Location of Electrical Facilities:

(f) (If Applicable) Location of Toilet Facilities including location of portalets:

(g) (If Applicable) Location of Entrances where public is to enter and exit site:

(h) (If Applicable) Location of Vendor Facilities including booths and food service:

(If Applicable) Organization providing Security:

(If Applicable) Number of Security Personnel:

Signature of Applicant:

Date:

OFFICE USE ONLY

Approved by: Village Board []
DPW Superintendent [] Special Events Director []
Fire Chief [] Code Enforcement []
Fire Inspector [] Emergency Management []

(If Applicable):

Ins Carrier [],
Liability Release [],
Cert of Insurance [],
Indem Commitment []

Pursuant to §285-2 of the Village Code, a special event is an event proposed to be held on public property or on private property, but affecting public property or requiring Village support services.