

TOWN OF WOODSTOCK . 45 COMEAU DRIVE, WOODSTOCK NY 12498

PHONE: (856) 679-2113

Ext 7: Supervisor; Fax: (845) 679-7915

Ext 4: Town Clerk; Fax: (845) 679-8743

Ext 1: Assessors

Ext 3: Building Dept, Code Enforcement

Ext 6: Planning Board

Ext 8: Zoning Board of Appeals

Ext 8: Environmental Commission

Ext 8: Commission for Civic Design

FAX: (845) 679-8743:

Assessors, Bldg. Dept., Planning Board

Zoning Board of Appeals, CCD, WEC

Incorporated 1787



Colony of the Arts

Highway Department: (845) 679-2805

Fax: (845) 613-0127

Justice Court: (845) 679-6345

Fax: (845) 679-6826

Police/Fire/Emergency: (845) 679-2422

Fax: (845) 679-2009

Water/Sewer Dept: (845) 679-2356

Fax: (845) 679-0317

Youth Center: (845) 679-2015

Fax: (845) 679-8032

WEBSITE: www.woodstockny.org

E_MAIL: info@woodstockny.org

Town of Woodstock Mass Gathering Packet

Name: _____

Date: _____

Time: _____

All Applicable forms must be filled out and returned to the Town Clerk's Office, 1st Floor, Comeau Building, (845) 679-2113, ext 4 no later than 10 working days prior to the event.

The requirements are packaged to include:

Page 1- Mass Gathering Application - Town (to be filled out by Town Clerk)

Page 2- Mass Gathering Application - Applicant

Page 3- Electricity, Water and Sanitation Plan

Page 4- Parking, Traffic and Security Plan

Page 5- Inspection and Approval of Fire Inspector

Page 6- Highway Assistance Plan

Page 7- Statement of Responsibility

Page 8- Town Recreation Property Rental Contract

Page 9- Approval Form - must be signed by Town Clerk

****All forms must be returned even if they are not applicable****

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Mass Gathering application

Town (*To be filled out by Town Clerk)

Date received _____

Applicants Name and Phone # _____

Additional Contact Information _____

Type of Gathering (ex. Parade, walk, music, etc.) _____

Emergency Services Needed:

Police – Yes _____ No _____ Emergency Service - Yes _____ No _____

Are Fire Lanes Identified – Yes _____ No _____

Are loading and Unloading Zone Identified – Yes _____ No _____

Garbage Disposal Required – Yes _____ No _____

Insurance Requirements Met – Yes _____ No _____

Highway Assistance needed – Yes _____ No _____

Operating Permit Issued – Yes _____ No _____

***Applicant must meet with all Department Supervisors involved prior to turning in Mass Gathering Application!**

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Mass Gathering Application Applicant***

Date Received _____

Applicants Name _____ Phone # _____

Type of Gathering (ex. Parade, walk, music, etc.) _____ #
attending _____

Specific Location of
Event _____

Parking:

Where _____

Tents:

Fire Proof (code) _____ How Many _____ Plan Layout enclosed: Yes _____ NO _____

Board of Health Approval (Food, Bathrooms, etc.): Yes _____ No _____

Electric Required: Yes _____ No _____

Insurance Required: Yes _____ No _____

Other Comments _____

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Electricity, Water & Sanitation Plan

Date of Application _____

Applicant

Name _____ Phone _____

Address _____

Date of Event _____ Location of Event _____

Name of person handling Plan _____ Phone _____

DETAILS

Garbage removal needed: yes _____ No _____

Electricity needed: yes _____ No _____

Andy Lee Field gate entrance: Yes _____ No _____

Tables and Chairs needed: Yes _____ No _____

Other _____

I have read and reviewed the plan for the above event and give my approval. I estimate the event will cost the Town \$ _____ for additional Maintenance support.

Maintenance Superintendent _____ Date _____

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Parking, Traffic and Security Plan

Date of Application _____

Applicant Name _____ Phone _____

Address _____

Date of Event _____ Location of Event _____

Name of person handling Plan _____ Phone _____

DETAILS

Police Assistance: Yes _____ No _____ If yes, how many extra: _____

Parking Plan: Yes _____ No _____ Emergency Vehicle Access: Yes _____ No _____

Loading and Unloading Plan: Yes _____ No _____ Busing Plan: Yes _____ No _____

Other _____

I have read and reviewed the plan for the above event and give my approval. I estimate the event will cost the Town \$ _____ for additional Police support.

Police Chief _____ Date _____

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Inspection and Approval By Fire Inspector

Date of Application _____

Applicant

Name _____ Phone _____

Address _____

Date of Event _____ Location of Event _____

Name of person handling Plan _____ Phone _____

DETAILS

Tents (Fire Code): Yes _____ No _____

Exit Lights: Yes _____ No _____ Exit Doors: Yes _____ No _____

Evacuation Plan: Yes _____ No _____ Cords Taped: Yes _____ No _____

Other _____

I have read and reviewed the plan for the above event and give my approval. I estimate the event will cost the Town \$ _____ for additional Building/Fire Inspector support.

Building/Fire Inspector _____ Date _____

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Highway Assistance and Plan

Date of Application _____

Applicant
Name _____ Phone _____

Address _____

Date of Event _____ Location of Event _____

Name of person handling Plan _____ Phone _____

DETAILS

Cones _____ Need: Pick up _____ Drop Off _____

Barriers _____ Need: Pick up _____ Drop Off _____

Assistance with moving items: Yes _____ No _____

Other _____

I have read and reviewed the plan for the above event and give my approval. I estimate the event will cost the Town \$ _____ for additional Highway support.

Highway
Superintendent _____ Date _____

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Statement of responsibility

Date of Event _____ Location of Event _____

Applicant Name _____ Phone _____

Address _____

I have inspected the Town owned location of the event I wish to hold as specified in the attached Town of Woodstock mass gathering application.

I find the location to be clean, free of debris and the furniture and fixtures to be in good condition and working order.

If prior to my scheduled use of the Town location, I find the above statement not to be true, I will contact Town Officials and bring the deficiency to their attention prior to commencing my event. I otherwise assume full and complete responsibility for the condition of the Town's property, facilities, furniture and fixtures, including the removal of all litter, trash and debris. I agree to restore the Town's property facilities, furniture and fixtures to the proper condition. I agree to forfeit part or all of my performance bond if this is not the case.

If there are complaints concerning noise or disorderly conduct I will address them promptly, even to the extent of ending the event if necessary. I will hold the Town harmless for any damages, financial or otherwise, if such is the case.

Signature _____ Date _____

Print Name _____ Phone _____

Address _____

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Contact for rental of Town of Woodstock Recreational Property

Name of Organization _____

Contact Person _____ Phone _____

Mailing Address of Contact Person _____

Check one: Andy Lee Field _____ Comeau Soccer Field _____

Type of Activity _____

Date of Rental _____ Time of Rental _____ How many will attend? _____

Security Bond Paid _____ Date _____ Fee Paid _____ Date _____

I agree on behalf of the above indicated organization all members and guests will observe the rules and regulations attached and we, individually, and as an organization, will assume full financial responsibility for any and all damages done the Town of Woodstock property during the above indicated period of use. We also agree our organization will at all times hereafter indemnify the Town of Woodstock against any loss, damage or expense of any kind, which said Town may sustain or incur because of use of the above described property by our organization and we will further hold said Town harmless for any injury or loss of any kind in connection therewith.

I understand the Town reserves the right to cancel at any time any event for a Town sponsored event or emergency use of the property.

Signature of Resident/Renter

Date

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Approval

Date of Application _____

Applicant Name _____ Phone _____

Address _____

Date of Event _____ Location of Event _____

The Town of Woodstock is in receipt of the following:

_____ Proof of \$1 million dollars insurance per occurrence and \$2 million for general aggregate.

_____ Traffic and parking plan subject to Woodstock Police Chief written approval.

_____ Security plan subject to Woodstock Police Chief written approval.

_____ Contract with agency to remove garbage.

_____ Electricity, water and sanitation plan subject to Woodstock Maintenance Department written approval.

_____ Performance bond and/or fee established by the Woodstock Town Board.

_____ Statement accepting total responsibility for the condition Town property is left in following the event.

_____ Insurance Committee and/or Town Board approval.

The above event is hereby approved – Date _____

Woodstock Town Clerk _____