

Colony of the Arts

TOWN OF WOODSTOCK 45 COMEAU DRIVE, WOODSTOCK NY 12498

Mass Gathering Permit Application

APPLICATION INSTRUCTIONS

- Applications must be submitted to the Town Clerk **at least 10 business days prior to the event.**
- Applicant must consult with all relevant Department Supervisors before submission. Please contact the Town Clerk at 845-679-2113 Ext. 14 to schedule a meeting with the applicable Department Supervisors.
- All sections must be completed. Mark "N/A" if not applicable.
- Application is not approved until final sign-off is issued by the Town Clerk.

SECTION 1: EVENT INFORMATION

Event Name: _____

Type of Event: ☐ Parade ☐ Walk/Run ☐ Festival ☐ Concert ☐ Assembly ☐ Other: _____

Event Date(s): _____

Event Time(s): _____

Location(s): _____

Estimated Attendance: _____

Is this event open to the public? ☐ Yes ☐ No

SECTION 2: APPLICANT INFORMATION

Applicant/Organization Name: _____

Primary Contact Name: _____

Address: _____

Phone: _____ **Email:** _____

Secondary Contact (if any): _____

SECTION 3: GENERAL REQUIREMENTS CHECKLIST

Requirement	Yes	No	N/A
\$1M per occurrence / \$2M aggregate insurance provided	☐	☐	☐
Certificate names Town of Woodstock as additionally insured	☐	☐	☐
Garbage removal contract secured	☐	☐	☐
Performance bond (if required)	☐	☐	☐
Board of Health approval (if food/restrooms)	☐	☐	☐
Site layout attached	☐	☐	☐

SECTION 4: ELECTRICITY, WATER & SANITATION PLAN

Electricity Required: ☐ Yes ☐ No

Water Required: ☐ Yes ☐ No

Restrooms Provided: ☐ Yes ☐ No

If yes, number and type: _____

Garbage Removal Plan: _____

Tables/Chairs Needed (Town property only): ☐ Yes ☐ No

Additional Details:

MAINTENANCE DEPARTMENT APPROVAL

I have reviewed the Electricity, Water & Sanitation Plan.

Estimated Town Cost: \$ _____

Maintenance Superintendent Signature: _____

Date: _____

SECTION 5: PARKING, TRAFFIC & SECURITY PLAN

Parking Plan Attached: ☐ Yes ☐ No

Emergency Vehicle Access Identified: ☐ Yes ☐ No

Loading/Unloading Zone Identified: ☐ Yes ☐ No

Fire Lanes Identified: ☐ Yes ☐ No

Busing Plan (if applicable): ☐ Yes ☐ No

Police Assistance Requested: ☐ Yes ☐ No

If yes, number of officers requested: _____

Security Plan Description:

POLICE DEPARTMENT APPROVAL

I have reviewed the Parking, Traffic & Security Plan.

Estimated Town Cost: \$ _____

Police Chief Signature: _____

Date: _____

SECTION 6: FIRE & BUILDING SAFETY REVIEW

Tents Used: ☐ Yes ☐ No

If yes, number: _____ Fire-rated: ☐ Yes ☐ No

Exit Lighting Provided: ☐ Yes ☐ No

Clearly Marked Exits: ☐ Yes ☐ No

Evacuation Plan Attached: ☐ Yes ☐ No

Electrical Cords Secured/Taped: ☐ Yes ☐ No

Additional Notes:

BUILDING / FIRE INSPECTOR APPROVAL

I have reviewed the Fire & Safety Plan.

Estimated Town Cost: \$ _____

Building/Fire Inspector Signature: _____

Date: _____

SECTION 7: HIGHWAY DEPARTMENT REQUEST

Equipment/Support Needed:

- ☐ Barricades
☐ Cones
☐ Road Closure
☐ Equipment Delivery
☐ Equipment Pick-Up
☐ Assistance Moving Materials
☐ Other: _____

Details: _____

HIGHWAY DEPARTMENT APPROVAL

I have reviewed the Highway Assistance Plan.

Estimated Town Cost: \$ _____

Highway Superintendent Signature: _____

Date: _____

SECTION 8: TOWN PROPERTY RENTAL (If Applicable)

Property Requested:

- ☐ Andy Lee Field
☐ Comeau Soccer Field
☐ Other: _____

Rental Date(s): _____

Rental Time(s): _____

Security Bond Paid: ☐ Yes ☐ No

Fee Paid: ☐ Yes ☐ No

Signature of Renter: _____

Date: _____

SECTION 9: STATEMENT OF RESPONSIBILITY

I certify that I have inspected the event location and accept full responsibility for:

- Condition of Town property
- Removal of all litter and debris
- Restoration of facilities
- Addressing complaints related to noise or disorderly conduct
- Holding the Town harmless from claims or damages

I understand failure to comply may result in forfeiture of performance bond and/or denial of future permits.

Applicant Signature: _____

Printed Name: _____

Date: _____

FINAL TOWN CLERK REVIEW

The Town of Woodstock acknowledges receipt of:

- ☐ Insurance Certificate
- ☐ Approved Traffic Plan
- ☐ Approved Security Plan
- ☐ Approved Sanitation Plan
- ☐ Performance Bond/Fee
- ☐ Signed Statement of Responsibility
- ☐ Insurance Committee/Town Board Approval (if required)

PERMIT STATUS

- ☐ Approved
- ☐ Denied

Operating Permit Issued: ☐ Yes ☐ No

Town Clerk Signature: _____

Date: _____

INTERNAL ROUTING (Administrative Use Only)

Date Received: _____

Application Complete: ☐ Yes ☐ No

All Department Signatures Obtained: ☐ Yes ☐ No