



Parade Permit Application

Guidelines for submission of application are as follows:

1. Complete Application – do not leave any blanks
2. Review the Insurance Requirements for using Municipal Facilities and forward to your insurance carrier for issuance of required certificates. **NOTE:** The Municipal Board reserves the right to require alternative liability limits when applicable.
3. Review the enclosed Bellport Village Policy on Use of Village Facilities

APPLICATION

Today's Date: _____

Date(s) & Time(s) Requested: _____

Facility Requested: _____

Name of Organization: _____

If not an Organization, Name of Individual: _____

Nature of Event: _____

Will admission be charged? _____

Will food be served? _____

Group Size: _____

Person(s) in charge: _____

Address: _____

Phone #(s) _____ Email _____

Special Requests: _____

The undersigned, an Officer of the Organization requesting use of the Municipalities facilities, or the individual requesting use of the Municipalities facilities, guarantees observance of all regulations governing use of facilities of the Municipality, payment of any charges incurred and states that the organization agrees to indemnify and save harmless the Municipality and the Municipal Board against any and all claims for damages or injury to person or property that may be occasioned by, or arise from, the use of such facilities.

Signed _____

Print Name _____

Title _____

Date _____



Parade Application

1. Detailed description of any entertainment features and each of the activities of such event to be covered by permit: _____

Number of Bands _____

Number of marching unit's _____

Number of Floats _____

Number of Participants _____

Number of Vehicles _____

2. Will Equipment to be used for event be solely in ownership and control of the applicant organization?

Yes ____ No ____

If the answer to #2 is "NO", state name(s) and address(es) or owners and lessors of equipment and arrangements under which equipment is to be used (hired, leased, loaned) _____

3. Is there a school, library, church, firehouse, etc. that will be affected by the participants?

Yes ____ No ____

If "YES" you are required to notify the appropriate authority at the location at least ONE MONTH prior to the event.

4. Has your organization held this event in the past? Yes ____ No ____

5. Set forth detailed description of the street/streets and in what area such event will take place:

Form up will be at (Location) _____

6. Describe the exact route event will follow from the starting place to ending place, including streets/highways. Attach a diagram of the route that the event will follow: _____

7. Detailed statement of any noise-making devices to be operated or maintained: _____

8. **Include Certificates of Insurance showing your organizations Liability Coverage.**



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Annexed hereto is a duly Certified Copy of Resolution of the organization relating to the subject of the event, its operation and authorization of the undersigned to make application for the permit.

In lieu of the above mentioned Certified Copy of Resolution, a statement on letterhead stationary of the organization applying for permit will be accepted.

Organization Name: _____

Signature: _____

Date: _____

APPLICATIONS HAVING BEEN MADE FOR THE PERMIT AS ABOVE SET FORTH AND SUBJECTED TO THE TERMS AND EXPRESSED CONDITIONS AND LIMITATIONS CONTAINED HEREIN, THE ABOVE APPLICATION FOR PERMIT IS GRANTED AS REQUESTED FOR THE OPERATION OF THE EVENT SPECIFIED ABOVE. IT IS EXPRESSLY UNDERSTOOD THAT THIS PERMIT IS ISSUED SUBJECT TO THE PROVISIONS HERIN SPECIFIED AND MAY BE REVOKED OR CANCELLED WITHOUT NOTICE.

Date Village Clerk, Village of Bellport

Date Mayor, Village of Bellport

CC: Mayor/Village Board, Code Enforcement Director, Highway Superintendent, Bellport Fire Department, Fifth Precinct Suffolk County Police Department

- **A copy of the application will be returned to you when your date is approved. This will become your permit.**
- **No one is allowed to use municipal facilities without the application, a copy of the Insurance Certificate and the fee returned to the Municipality.**



Parade Permit

Parade Route Diagram



Parade Application Insurance Requirements for Use of Facilities

Organization:

An organization using the facilities must comply with Municipality Use of Facility Standards. It is suggested that the organization maintain at a minimum the following, giving evidence of same to Municipality in the **form of a certificate of Insurance, copy of the General Liability Declarations Page and copy of the Additional Insured Endorsement** and provided 30 days' notice of cancellation, non-renewal or material change. New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipality's discretion. The insurance carrier must have an AM Best rating of at least A-IX. **Workers Compensation and NYS Disability is required for any organization that have employees that will be working on the premises.**

I. Commercial General Liability

Coverage	Occurrence – 1988 ISO or Equivalent	
Limits	General Aggregate	\$2,000,000
	Products – Comp/Ops Aggregate	\$1,000,000
	Personal & Advertising Injury	\$1,000,000
	Each Occurrence	\$1,000,000
	Fire Damage (Any one fire)	\$50,000
	Medical Exp. (Any one Person)	\$5,000
Additional Insured	Municipality and all appointed and elected officials, employees and volunteers using ISO form CG2005 or equivalent	
Unacceptable Exclusions	Athletic Participants and Sexual Abuse & Molestation	
Mandatory	If alcohol is being served , evidence of Host Liquor Liability is required. If alcohol is being sold , evidence of Liquor Law Legal Liability is required.	

II. Umbrella Liability – Recommended

Coverage	Umbrella Form or Excess following form of primary General Liability and Automobile Liability Suggested Limit: \$2,000,000
Additional Insured	Municipality and all appointed and elected officials, employees and volunteers

III. Workers Compensation and NYS Disability

Statutory coverage is required if the Organization has employees that will be working on the premises.