



Increase in
rev 2/05

February 5, 2025

John Grillo, Recreation Director
Village of Albion
35-37 East Bank St.
Albion, NY 14411

John,

Congratulations once again to the Village of Albion and Bullard Park's recreation programs and their award of \$4,000 from the recent Heritage Wind community grant cycle towards costs for various children's and community programs that are offered at the park through out the year.

One of Heritage Wind's primary goals is to be a strong community partner and establish long-term relationships with local residents and organizations like yours. We are proud to support your organizations continued commitment to making your community better in every way that it can.

If practicable, following receipt of the grant funding, please let us know how these resources were able to assist by submitting a simple report with any relevant supplemental materials produced in conjunction with, or because of, the grant. This could include photographs, printed materials, newsletters, your annual report, etc. If you have any additional questions, please feel free to contact me.

Sincerely,
Anna Mathes, Field Organizer
Apex Clean Energy, Heritage Wind, LLC
(585) 590-2254
Anna.mathes@apexcleanenergy.com

Heritage Wind, LLC
c/o Apex Clean Energy, Inc.
120 Garrett Street, Suite 700, Charlottesville, VA 22902
T 434.220.7595 | F 434.220.3712
apexcleanenergy.com

Increase A. 2/05.02

Special Events Permit Application

Village of Albion • 35 East Bank Street • Albion NY 14411 • Phone 585-589-9176 • Fax 585-589-1218

Date of Application: 3/4/25		Permit Application # (For office use only)	
<p>To avoid a late fee, applications must be submitted a minimum of 60 days prior to the event with a non-refundable application fee of \$0 attached. Late applications are subject to an additional \$0 processing fee and those submitted within 30 days of an event may not be accepted. The payment of fees does not guarantee event approval. Fees may be waived upon Village of Albion Board of Trustees approval.</p> <p style="text-align: center;">APPLICANT MUST NOTIFY BUSINESSES/RESIDENTS THAT WILL BE AFFECTED OF ANY STREET CLOSINGS DURING THEIR EVENT</p> <p>All applicants will be charged facility rental fees as appropriate and are expected to fully reimburse the Village for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Park and Facility Maintenance, Sanitation, Street, Site Supervisors, Environmental, and all necessary permit fee. Daily fees will be accessed until all event equipment is removed from the park premises.</p> <p style="text-align: center;">***Comprehensive site plans must accompany this application.***</p> <p style="text-align: center;">* Note the <i>Important Notice, Section 12, page 6.</i></p>			
Section 1 – Applicant Information			
Name of Applicant (must be contact person and be on site during the event) LISA DECARLO			
Drivers License Number	State	E-Mail Address for Correspondence ROYALBODYSHOP@YAHOO.COM	Date of Birth
Phone Number	Fax Number	Cell Phone Number 585 305 8236	
Business Address 243 S. MAIN ST.		Village	State Zip
Corporation/Organization Name of D.B.A.			
State of Incorporation	Tax ID #	501(c)3 #	Village Sales Tax ID #

Section 2 – Event Information			
Name of Event 40th ANNUAL EASTER EGG HUNT			Anticipated Daily Attendance 200
Event Date(s) 4/19/25	Set-up Date(s)/Hours 4/19 (6 HRS)	Hours Each Day 6 HRS	Take Down Date(s)/Hours 4/19 (6 HRS)
E-Mail address for public information		WEB address for public information ROYAL BODY SHOP FACEBOOK PAGE	
Location of Event/Address ALBION PRESBYTERIAN CHURCH AND COURTHOUSE SQUARE			
Sponsors of the Event ROYAL BODY SHOP / MASON'S ALBION			
Brief Description of Event			
Is this a Fund Raiser or for Profit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide the following:			

Section 3 – Event Features				
Will there be an admission charge? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list all price categories below.				
Will there be entertainment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please attach a complete list of entertainment. <i>A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized.</i>				
Will merchandise and/or food items be sold? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please attach a complete list of vendors.				
What type of advertising/promotion will be done prior to the event? Please attach all promotional material.				
Radio	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	What Stations?	TV	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What Stations?
Fliers/Posters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How many?	Press Releases	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No How many?
Newspaper Ads	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	What publication?	HUB	
Is any other promoter/producer assisting you with your event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Name of Promoter and Promotion Company		Address	Village	State Zip
Will the event include any of the following? (Indicate on site plan and/or vendor list)				
Tents or Canopies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number of Tents: <i>Tents over 400 sq ft and canopies over 900 sq ft require permits from the Code Enforcement Office.</i>				
Company		Contact name and phone		
Fireworks <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Fireworks require permits from the Code Enforcement Office.</i>				
Open Flames or Cooking <input type="checkbox"/> Yes <input type="checkbox"/> No				
Company		Contact name and phone		
Temporary Fencing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Provide accurate dimensions of fenced area on site plan.				
Company		Contact name and phone		
Port-O-Johns <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Company		Contact name and phone		
Electrical Services/Generators <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ELECTRIC @ COURTHOUSE SQUARE				
Company		Contact name and phone		
Carnival/Amusement Rides <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A separate permit from the Fire Dept may be required.				
Company		Contact name and phone		
Signs / Banners <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No REUSE 4 POLITICAL STYLE SIGNS				
Company		Contact name and phone		
Inflatables <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Company		Contact name and phone		

Section 4 -- Transportation

Does the event propose using, closing or blocking any of the following If yes, specify location and duration on site map

Village Streets	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Village Sidewalks	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Village Bus Stops	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Public Parking Lots	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Public Bicycle Parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Multiuse Paths	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Village Alleys	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Village Right-of-Ways	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Section 5 -- Use of Village Utilities

Will any Village electric hookups be used? No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Electric Location including amperage
Will any Village water hookups be used? No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Water Location(s)
Will waste water/gray water be generated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is so, how will it be disposed?

Section 6 -- Alcohol

Will there be alcohol at the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will alcohol be given away?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will the alcohol be sold?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will the alcohol be donated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Who is the alcohol being donated by or purchased through:
Is alcohol included in the admission price of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

If you answered Yes to any of the above, a Village and/or State Liquor License will be required.

Attach copy of State of New York application.
Which type of license will be used for the event?

- Special Event Liquor License
- Extension of Premise (existing liquor license holders only)

Has the applicant/organization ever had a liquor license or event permit denied, revoked or suspended? Yes No
If yes, please explain:

If applying for a Special Event Liquor License, the following must be provided:

Name of Liquor License Holder	License #	Village	State	Phone	On-site Agent

How will attendees be identified as minors or age 21 and over?

Have the alcohol servers received training in sale/service of alcoholic beverages? If yes, when and where?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is a bartending service being used? Name of Company	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Section 7 -- Event Security

Are you requesting Albion Police officers? Yes No
After reviewing the event application, you may be required to use Village of Albion Police Officers for the event. See fee schedule for cost.

Are you providing private licensed security? Yes No Number of personnel: _____

The Village of Albion allows only security companies that are licensed and bonded in the State of New York.

Security Company/Contact/License Info. Need name from Ro#

Section 8 - Emergency Medical Services

Are you requesting emergency personnel? Yes No Number of personnel requested: _____

If this event exceeds 5,000 attendees a permit from Department of Health, as required under NYS Sanitation Code 18, will be required and attached hereto

After reviewing the event application, you may be required to use Village of Albion Off-Duty EMT's or paramedics for the event.

Section 9 - Facility/Park Maintenance

What is your trash removal and clean-up plan? **WILL ASK VILLAGE FOR TRASH CANS, CONES, TABLES WE WILL CLEANUP**

Volunteers Outside refuse company Company Name: _____ Contact Name/Phone: _____

All costs for containers, dumping and removing are the responsibility of the applicant/promoter.

The park must be returned to its original condition and all equipment removed or daily rental fees will be assessed.

Section 10 - ADA Accessibility Requirements

Parking

Existing Lots: When lots are used for activities other than parking, accessible spaces must be kept open and usable. If not possible, the same number of spots must be provided as close as possible to original spaces and/or main event site.

Temporary lots: Accessible spaces must be created and held in reserve for people with disabilities, laid out in accordance with standards, marked with the accessibility symbol, and connected to the closest accessible route.

Accessible Routes

Accessible routes must connect event site features, including parking, exhibits and activities and public amenities.

Portable Toilets

For every 500 people in attendance 1 portable/non-portable toilet shall be accessible, unless facilities are available. For questions or assistance with these requirements please call 585-589-9176.

Section 11- Insurance Requirements

The Village of Albion has established insurance requirements for those facility users, vendors and contractors entering into agreements with the Village for the purpose of special events and activities. Before commencing use or services under an agreement with the Village of Albion a certificate of insurance that complies with the requirements referenced below must be furnished.

All special event applicants shall name the Village of Albion as an "Additional Insured", per item one below, on all policy(ies), except workers compensation and shall reflect this on a Certificate of Insurance. Applicant agrees that any insurance available to the applicant shall be primary and non contributory to the Village's self insured retention. Applicant shall obtain certificates of insurance from all vendors participating in this event unless covered under applicant's insurance policy. Vendors must comply with all requirements listed in this section. Complete and accurate certificates must be received by the Special Events Office a minimum of five (5) working days prior to the event. Separate certificates of insurance shall be provided by all carnival and amusement companies and firework production companies with the limits shown in this section and shall name the Village of Albion as "Additional Insured" as per item one below. Additional coverage may be required depending upon the nature and scope of the event.

The certificate must show:

1. The Village of Albion, its agents, officers, employees and volunteers are named as "Additional Insured". All Certificate of Insurance policies must reflect this with the exception of workers compensation.
2. The Village of Albion shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.
3. Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the Village of Albion.
4. General Liability Including:

Bodily Injury	Contractual	Independent Contractors
Comprehensive Form	Product/Completed Operations	Hazard
Premises Operation	Personal Injury	Broad Form Property Damage

In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates must be received no less than five (5) working days prior to the event.

Section 11- Insurance Requirements (con't)

INSURANCE LIMITS

General Events

General events consist of those events held at any Village facility.
General Liability - \$1,000,000 each occurrence, \$2,000,000 aggregate
Auto Liability - \$1,000,000 combined single limit (each accident)
Workers Compensation - New York Statutory Requirements
Liquor Liability - \$2,000,000 each occurrence

OTHER INSURANCE OR RISKS

All other risks shall comply with the Additional Insured requirements as stated in item 1 above.

Fireworks Production

General Liability - \$5,000,000 each occurrence
Auto Liability - \$1,000,000 combined single limit (each accident)
Workers Compensation - New York Statutory Requirements

Liquor Liability

If your event is approved to have alcohol you will need to show proof of liquor liability coverage.
All Village facilities - \$2,000,000 each occurrence

Carnival/Amusement Rides

\$2,000,000 General Liability
\$1,000,000 Auto Liability
Workers Compensation - New York Statutory Requirements

WATER RATE STRUCTURE

\$.30 INCREASE TO ALL

CURRENT 2024-2025				PROPOSED			
Meter Size	Admin	Customers	Customer Charges	Meter Size	Admin	Customers	Customer Charges
3/4"	\$33.60	2,192	\$294,630.00	3/4"	\$33.60	2,196	\$295,196.16
1"	\$56.00	64	\$14,252.00	1"	\$56.00	63	\$14,089.60
1.5"	\$120.00	10	\$4,800.00	1.5"	\$120.00	10	\$4,776.00
2"	\$184.00	15	\$10,764.00	2"	\$184.00	15	\$11,076.80
3"	\$400.00	4	\$6,300.00	3"	\$400.00	4	\$6,320.00
4"	\$720.00	4	\$11,520.00	4"	\$720.00	4	\$11,520.00
6"	\$1,200.00	2	\$9,000.00	6"	\$1,200.00	2	\$8,160.00
8"	\$1,896.00	1	\$7,584.00	8"	\$1,896.00	1	\$7,584.00
TOTAL ADMIN REVENUE			\$358,850.00	TOTAL ADMIN REVENUE			\$358,722.56
Customer Type	Usage	Rates	Revenue	Customer Type	Usage	Rates	Revenue
Residential Inside Village	22,115,809	\$ 3.90	\$344,873.92	Residential Inside Village	22,051,995	\$ 4.20	\$370,341.21
Commercial Inside Village	13,185,077	\$ 3.90	\$205,608.09	Commercial Inside Village	12,598,081	\$ 4.20	\$211,572.18
Residential Outside Village	202,283	\$ 4.82	\$3,898.80	Residential Outside Village	199,662	\$ 5.12	\$4,087.88
Commercial Outside Village	373,853	\$ 4.82	\$7,205.65	Commercial Outside Village	319,368	\$ 5.12	\$6,538.74
Towns	62,624,946	\$ 3.57	\$894,284.23	Towns	62,624,946	\$ 3.87	\$969,434.16
Correctional	14,948,657	\$ 4.65	\$278,314.10	Correctional	14,948,657	\$ 4.95	\$296,252.49
TOTAL CONSUMPTION REVENUE			\$1,734,184.78	TOTAL CONSUMPTION REVENUE			\$1,858,226.66
			\$2,093,034.78				\$2,216,949.22

Sewer Rate Structure

\$.30 INCREASE except to Northwoods

CURRENT 2024-2025			
Meter Size	Admin	Customers	Customer Charges
3/4"	\$26.00	2,189	\$227,610.50
1"	\$45.00	62	\$11,160.00
1.5"	\$85.00	10	\$3,400.00
2"	\$137.50	15	\$8,043.75
3"	\$304.00	4	\$4,484.00
4"	\$549.00	4	\$8,097.75
6"	\$1,125.00	2	\$7,875.00
8"	\$1,185.00	1	\$4,740.00
TOTAL ADMIN REVENUE			\$275,411.00
Customer Type	Usage	Rates	Revenue
Residential Inside Village	22,847,375	\$ 4.25	\$ 388,405.38
Commercial Inside Village	13,071,358	\$ 4.25	\$ 222,213.09
Residential Outside Village	381,582	\$ 5.30	\$ 8,089.54
Commercial Outside Village	1,586,988	\$ 5.30	\$ 33,644.14
Northwood & Creekwood	235,172	\$ 6.49	\$ 6,105.07
Correctional	14,948,657	\$ 4.98	\$ 297,777.25
TOTAL CONSUMPTION REVENUE			\$ 956,234.46
TOTAL SEWER RENT REVENUE			\$ 1,231,645.46

PROPOSED 2025-2026			
Meter Size	Admin	Customers	Customer Charges
3/4"	\$26.00	2,194	\$228,222.80
1"	\$45.00	61	\$10,917.00
1.5"	\$85.00	10	\$3,383.00
2"	\$137.50	15	\$8,277.50
3"	\$304.00	4	\$4,316.80
4"	\$546.00	4	\$8,736.00
6"	\$1,125.00	2	\$7,200.00
8"	\$1,760.00	1	\$7,040.00
TOTAL ADMIN REVENUE			\$278,098.10
Customer Type	Usage	Rate	Revenue
Residential Inside Village	22,640,518	\$ 4.55	\$ 412,057.43
Commercial Inside Village	12,503,731	\$ 4.55	\$ 227,567.91
Residential Outside Village	360,684	\$ 5.60	\$ 8,079.32
Commercial Outside Village	1,284,463	\$ 5.60	\$ 28,771.97
Northwoods	235,172	\$ 6.49	\$ 6,105.07
Correctional	14,948,657	\$ 5.28	\$ 315,715.64
TOTAL CONSUMPTION REVENUE			\$ 998,297.33
TOTAL SEWER RENT REVENUE			\$ 1,276,390.43

\$ 44,744.97