

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: 3/27/25	Permit Application # (For office use only) 2025-04
<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 Important Notice, Section 12, page 6.</p>	

Section 1 – Applicant Information				
Name of Applicant (must be contact person and be on site during the event) PHILLIP R. WARNE				
Drivers License Number 604-077-794	State NY	E-Mail Address for Correspondence philwarne69@yahoo.com	Date of Birth 9/15/50	
Phone Number 585-589-5701	Fax Number	Cell Phone Number 585-746-3165		
Business Address CAMBER BASIN RD		Village/Town ALBION	State NY	Zip 14411
Corporation/Organization Name of D.B.A. STREET POST #35, AMERICAN LEGION				
State of Incorporation NY	Tax ID #	501(c)3 #	Village Sales Tax ID #	

Section 2 – Event Information				
Name of Event MEMORIAL DAY PARADE			Anticipated Daily Attendance	
Event Date(s) 5/26/25	Set-up Date(s)/Hours 10:00 AM	Hours Each Day EST 1 HR	Take Down Date(s)/Hours 11:00 EST	
E-Mail address for public information		WEB address for public information		
Location of Event/Address VILLAGE OF ALBION - MAP ATTACHED				
Sponsors of the Event AMERICAN LEGION, YFW				
Brief Description of Event PARADE				
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? <u>Village Newsletter/HUB</u> 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 type="checkbox"/> Yes <input checked="" 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? <u>BATAVIA NEWS</u>				
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		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 checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
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? Yes No
 Electric Location including amperage

Will any Village water hookups be used? Yes No
 Water Location(s)

Will waste water/gray water be generated? Yes No
 Is so, how will it be disposed?

Section 6 – Alcohol

Will there be alcohol at the event? Yes No

Will alcohol be given away? Yes No

Will the alcohol be sold? Yes No

Will the alcohol be donated? Yes No
 Who is the alcohol being donated by or purchased through:

Is alcohol included in the admission price of the event? Yes 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
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How will attendees be identified as minors or age 21 and over?

Have the alcohol servers received training in sale/service of alcoholic beverages? Yes No
 If yes, when and where?

Is a bartending service being used?
 Yes No
 Name of Company

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 RoI#

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? . . .

N/A

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 termination of any insurance contract. 15 days 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 12 - Important Notice

All applicants are advised that events, whether gated or on-gated, whether charging admission or not, and which are held on Village parks, streets and/or sidewalks next to streets, are held on traditional public forums (fora) within which the exercise of U.S. Constitutional First Amendment rights have been and are traditionally conducted. The Village cannot and will not tolerate any restriction of such rights by applicants and/or their promoters, employees, agents, subcontractors, assigns, volunteers, security personnel or others associated with applicants (collectively "Event Personnel") in the holding of events. In addition, Event Personnel shall comply with all other laws, common laws, statutes, ordinances and rules and regulations, including, but not limited to, those involving the storage of guns at events held without a State of New York spirituous liquor license and those concerning the language which is placed on entry signs to such events. By signing this Permit Application, all applicants acknowledge and agree that the Insurance and Indemnification provisions contained respectively in Sections 11 and 13 of this Permit Application apply to alleged violations by Event Personnel of any of the laws, common laws, statutes, ordinances and rules and regulations pertaining to the subject matters stated in this paragraph, and that the insurance and/or self-insurance of applicants and/or Event Personnel will cover the Village, its respective officers, agents, employees and volunteers should the Village, and/or its respective officers, agents, employees and volunteers be subjected to claims, demands, lawsuits and/or other actions alleging such violations. Applicants are encouraged to consult with their own attorneys for independent legal advice about applicants' duties and obligations concerning the subject matters contained in this paragraph.

Applicant acknowledges that applicant has read and understood this Notice, agrees to comply with and abide by its terms, and has placed applicant's initials in the space below to verify such acknowledgement and understanding.

AD

Initials of applicant's authorized agent or applicant

Section 13 - Certification

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree to indemnify, defend and save harmless the Village and its respective officers, agents and employees and volunteers from any and all losses, claims liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event applied for. I agree to indemnify, defend and save harmless, the Village and its respective officers, agents and employees, and volunteers from any and all losses, claims, liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from any facility, park or lake closure due to inclement weather. In such an instance, I understand that all event participants must follow the Village's guidelines and procedures for lake/facility evacuation and that this event is being held inside the Village limits and all Village rules and regulations apply. I also understand that the Village reserves the right to determine if park facilities are unusable as a result of inclement weather.

I realize my submittal of this application request constitutes a contract between myself and the Village of Albion and is a release of Liability.

I am the said applicant and submit this application request of my own free will.

[Handwritten Signature]

Signature of Applicant's Authorized Agent or Applicant

3/27/25

Date

AD JUDER, Street Pos, #35

Title

3/27/25

Date

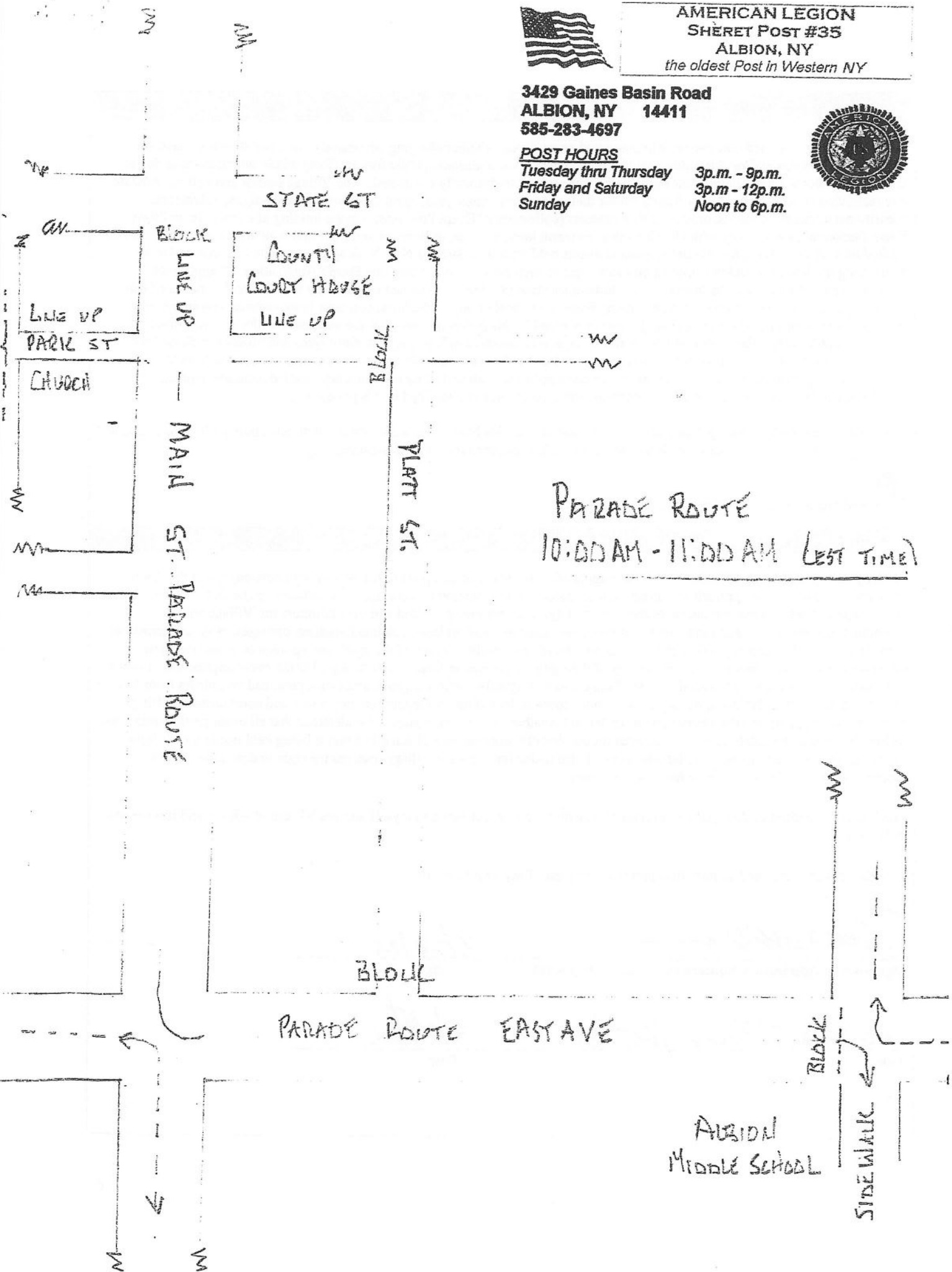


AMERICAN LEGION
 SHERET POST #35
 ALBION, NY
 the oldest Post in Western NY

3429 Gaines Basin Road
 ALBION, NY 14411
 585-283-4697

POST HOURS

Tuesday thru Thursday 3p.m. - 9p.m.
 Friday and Saturday 3p.m. - 12p.m.
 Sunday Noon to 6p.m.



PARADE ROUTE
 10:00 AM - 11:00 AM (LAST TIME)