

Village of Ballston Spa

Saratoga County Seat
64 FRONT STREET
Ballston Spa, NY 12020

SPECIAL EVENTS APPLICATION

Today's Date: 2/20/2026

EVENT INFORMATION:

Name, Title and contact information for Event: GINA MAROZZI, EVENT PLANNER (518) 421-0160

Purpose of Event:

Name of Event: WINTER FESTIVAL

Location of Event: BATH ST.

Date of Event: 3/7/26 Time of Event: 10:00 - 2:00

Date and Time for Set Up: FRI, 3/6 Date and Time for Take Down: SAT, 3/7 2:00-4:00pm

Event Activities: SLEDDING, AFFORDABLE FOOD SALES

(Entertainment, vending, gaming, fireworks, etc. Please attach any additional information. Please be advise that all outside vendors and entertainment shall fill out a vendor permit application)

Name of Owner of Facilities or Property: VILLAGE OF BALLSTON SPA

Facilities Manager and contact information:

Number of people expected to attend event: 200-400

Will Alcoholic Beverages be served? Yes (No) Sold? Yes (No)

Does the Event require Fire/EMT equipment? Yes (No) Does the Event require DPW employees? (Yes) / No

ADDITIONAL REQUIREMENTS:

- Attach Site Map of event, which includes a sketch or map, schedule of events and/or parade routes showing street closures/barricades, booths, beer garden, stage set-up or any other activities relating to the event and event site. Please include street names, boundaries marked on map, placement of any barricades, fencing, tables, tents etc.
- Attach Certificate of Insurance with a minimum of \$2 Million and naming the Village of Ballston Spa as additional insured.
- Attach other permits (DOH, SLA, etc)

I shall indemnify and hold the County/Village, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions in performance of this Application.

[Signature]

2/20/26

Authorized Event Signature

Date

SPECIAL EQUIPMENT/ SERVICES REQUESTED:

Item	Quantity	Details - locations, types, sizes, etc.
Police:		
Traffic control		
Street Closings		FRONT ST BETWEEN SPRING ST + SCIENCE ST (DAY OF)
Security (company)		BATH ST BETWEEN W. HIGH ST + WASHINGTON CT
Streets:		

Barricades YES
 Stop signs NO
 Traffic cones
 Water: N/A
 Water test
 Sewer: N/A
 Port-a-johns N/A
 Grease barrels N/A
 Electric: N/A
 Power needs
 Additional power
 Fire/ EMS: N/A
 Fire-fighting equipment
 First aid needs
 Codes:
 Tents -(sizes, certified, stakes covered)
 Access - crowd movement
 Parks:
 Trash cans YES
 Trash removal YES
 Parking YES

NYS DOT: Road Closure

