

Village of Ballston Spa

Saratoga County Seat
66 FRONT STREET

Ballston Spa, NY 12020

SPECIAL EVENTS APPLICATION

Today's Date : _____

EVENT INFORMATION:

Name, Title and contact information for Event: _____

Purpose of Event: _____

Name of Event: _____

Location of Event: _____

Date of Event: _____ Time of Event: _____

Date and Time for Set Up: _____ Date and Time for Take Down: _____

Event Activities: _____

(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: _____

Facilities Manager and contact information: _____

Number of people expected to attend event: _____

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.

Authorized Event Signature

Date

Village of Ballston Spa

Saratoga County Seat
66 FRONT STREET

Ballston Spa, NY 12020

SPECIAL EQUIPMENT/ SERVICES REQUESTED:

Item	Quantity	Details – locations, types, sizes, etc.
Police:		
Traffic control		
Street Closings		
Security (company)		
Streets:		
Barricades		
Stop signs		
Traffic cones		
Water:		
Water test		
Sewer:		
Port-a-johns		
Grease barrels		
Electric:		
Power needs		
Additional power		
Fire/ EMS:		
Fire-fighting equipment		
First aid needs		
Codes:		
Tents -(sizes, certified, stakes covered)		
Access - crowd movement		
Parks:		
Trash cans		
Trash removal		
Parking		
NYS DOT: Road Closure		