



VILLAGE OF SPRINGVILLE



5 WEST MAIN STREET, PO BOX 17
SPRINGVILLE, NY 14141
716-592-4936

Special Events Application

Purpose

The purpose of the Village of Springville Special Events Application is to facilitate the successful operation and safety of Special Events in the Village. The Application covers a variety of topics some portions of this application may not apply to your event.

Definition

A Special Event is an event sponsored by a profit or nonprofit organization which gathers people together in our Village over an extended period of time for purposes of entertainment, celebration, or commemoration.

Criteria

1. Use of Public Property. Parks, Streets, Sidewalks, Parking Lots, etc.
2. Special indoor or outdoor set-ups. Using property or buildings in a way that is not its normal or approved use.
3. Uses that would require NYS Building and Fire Safety Code Inspections.
4. Serving of Alcohol by sale or donation in a place that does not have a continuous existing NYS Liquor License.
5. Games of Chance – Gambling.
6. Fireworks – Pyrotechnics.
7. Amusement Rides.

Exceptions:

1. Car Wash Fundraisers.
2. Funeral Motorcades or Processions.
3. Backyard Private Parties. Wedding, Graduation, Birthday.
4. Government Events. Veterans & Memorial Day Parade and Ceremony.
5. Concert in the Park.
6. Park Rentals.
7. Grand Openings, Ribbon Cutting Ceremony.

Directions

Please submit a completed application with all supporting documents 60 days before the event. Fill in applicable items on page 2 through 9 before the event. Within 30 days after the event mail in page 11.

The Sponsor of a Special Event is responsible for event security, and for the collection and disposal of garbage generated at the event.

All applications will be considered with the best interests of the Village as well as the sponsor.

Sponsors are responsible for obtaining, completing, and submitting all required permit applications and/or licenses for the event including those from:

Springville Fire - EMS - Traffic	592-4487
Erie County Health Department	961-6805
New York State Liquor Authority	847-3001
NYS Department of Health	847-4391 (attendance over 5000)
NYS Department of Transportation	847 3238

Any questions regarding your Special Event call 592-4936 and should be directed to the Village Administrator Liz Melock X1467, Superintendent of Public Works Duane Boberg X1589, or Code Enforcement Officer Mike Kaleta X1525.



Special Events Application & Agreement

Village Receipt Stamp: _____

Name of Event _____

Description of Event: _____

Year Event Started _____

Event Sponsor Information

Organization _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____ Fax _____

Email _____ Website _____

Chairperson _____ Phone# _____

On Site Contact _____ Phone# _____

Financial Contact _____ Phone# _____

Location of Event: Please attach a map showing property, facility, streets, and areas that are part of the event venue.

Name of facility, property, streets: _____

Address _____

Handicapped Accessibility: Yes _____ NO _____

Dates/Times of Event

Set Up Date _____ From _____ To _____ Day of Week _____

Event Opens Date _____ From _____ To _____ Day of Week _____

Event Closes Date _____ From _____ To _____ Day of Week _____

Breakdown Date _____ From _____ To _____ Day of Week _____

Last Year's Event (If applicable)

Actual Attendance _____ Average Daily Attendance _____
Approx Peak Attendance at any one time _____
Budget: Total Expenses _____ Total Revenues _____

This Year's Event:

Approx Attendance Expected _____ Average Daily Attendance Expected _____
Anticipated Peak Attendance at any one time: _____
Estimated Budget _____ Estimated Revenues _____
Admission Fee _____
Number of Volunteers _____
Number of Paid Workers _____

Insurance – Required for any use of Public Property.

All events must obtain, at a minimum, liability insurance coverage in the amount of one million dollars (\$1,000,000.00) and name as additional insured, on a primary and noncontributory basis, the Village of Springville, its employees, interim administrators, elected and appointed officials, and its authorized volunteers and committee members.

Additional insurance coverage may be required at the discretion of the Village of Springville depending on the type of event to be held.

The Village of Springville requires proof of compliance with the insurance procurement requirement through a certificate of insurance, a copy of the declarations page of the policy, and a copy of the additional insured endorsement to the policy which affords additional insured status.

Insurance Provider of Insured _____
Insurance Agency _____ Phone _____
Amount of Insurance Coverage _____ Alcohol Insurance Coverage _____

Hold Harmless Agreement

_____, the Sponsor, shall defend, indemnify and save harmless the Village of Springville, its officers and employees, from and against any and all liability, damages, expenses, causes of action, suits, claims, penalties or judgments arising from injury to persons or property, including death, sustained by any person or persons, arising directly or indirectly out of activities carried out during the special event described in this application.

The Sponsor shall, at its own expense, defend and indemnify the Village of Springville from any and all suits, actions or claims, which may be brought against the Village of Springville and, in the event of the failure of Sponsor to do so, the Village of Springville may at the cost and expense of the Sponsor defend against such suits, actions or claims and the Sponsor shall be legally responsible and pay for any judgment or settlement in the litigation.

Date _____ Name of Sponsor _____
Authorized Signature/Title _____
Name Printed _____

Erie County Sheriff _____
Village Police _____

9. Emergency Services yes ___ no ___ _____
Sponsor is responsible for providing special emergency services if needed
SVFD _____
SVFD EMS _____
Private _____

10. **Street Closing*** yes ___ no ___ _____
Attach map
Village Streets _____
County Roads _____
NYSDOT Highways _____

11. **Parking Provisions*** yes ___ no ___ _____
Attach map
No Standing Signs _____
Parking Enforcement (towing) _____

12. **Traffic Control*** yes ___ no ___ _____
Attach map
Parade/March _____
Motorcade _____
Road Race, Run/Walk _____

13. **Village Furnished Utilities*** yes ___ no ___ _____
Electric _____
Where available a \$150 setup charge plus the costs of usage and off hour call outs.
Water _____
Where available a charge of \$50 per day. Use of fire hydrants are illegal.
Other _____

14. **Signage/Banners on Streets*** yes ___ no ___ _____
Attach Map
*Signage not permitted in Village Parks. All signage is subject to Village approval of copy and aesthetics. No over the street banners allowed **Except** W Main location by separate banner permit. All signage considered temporary subject to Village code restrictions.*
On Village Streets _____
On County Roads _____
On NYSDOT Highway _____

15. **Portable Lavatories*** yes ___ no ___ _____
Attach map of locations
Number Provide _____ Number handicapped accessible _____
Name of Provider _____

**Village of Springville NY
 Special Events Data Sheet
 Springville Police and Springville Volunteer Fire Department**

Name of Event _____ Dates _____

Streets that will be closed

Streets	Closed between what intersections
_____	_____
_____	_____
_____	_____
_____	_____

Location of concessions using cooking facilities and type of fuel used

Location	Fuel
_____	_____
_____	_____
_____	_____
_____	_____

Tents

Location _____ Number _____

Request for Police Car (reason, date, time, location)

Request for Fire Apparatus (apparatus, reason, date, time, location)

Important Information:

Hydrants shall not be blocked by any vehicle or concession stand.

Fuel containers must be the approved type.

In case of emergency, police cars, fire trucks, ambulances will respond within barricaded areas. An approved fire lane will need to be provided per Code Enforcement Officer.

Tents must meet requirements of the NYS Fire & Building Codes.

Village of Springville NY
Special Events
Application for Temporary Street Closing
Applicant must complete Special Event Application

Location _____

Closing Date _____ Time _____
 Expiration Date _____ Time _____

Special Event Sponsor Name _____
 Chairperson _____
 Address _____

Springville DPW Approval (date and conditions)

Springville Police Approval (date and conditions)

SVFD Approval (date and conditions)

Springville Board of Trustee Approval (date and conditions)

Other Approvals (NYSDOT, Erie County)

Village Fee: *no current fee*

Village of Springville NY
Special Events
Application for Traffic Control
Applicant must complete Special Event Application

Location _____

Traffic Control Requested (parking restrictions, escort, etc_ _____

Effective Date _____ Time _____
 Expiration Date _____ Time _____

Special Event Sponsor Name _____
 Chairperson _____
 Address _____

Springville DPW Approval (date and conditions) _____

Springville Police Approval (date and conditions) _____

SVFD Approval (date and conditions) _____

Springville Board of Trustee Approval (date and conditions) _____

Other Approvals (NYSDOT, Erie County) _____

Village Fee: no current fee

Village of Springville NY
Special Events
Application for Parade/Motorcade/Race
Applicant must complete Special Event Application

Location & route

Request Permission to

Bicycle race ___ Run/Walk ___ Parade ___ Procession ___ Motorcade ___

Beginning: Date _____ Time _____ End Time _____

Number of: autos ___ trucks ___ other vehicles ___ floats ___ marchers ___
musical units ___ runners/walkers ___

Formation site _____

Special Event Sponsor Name _____
Chairperson _____
Address _____

Springville DPW Approval (date and conditions)

Springville Police Approval (date and conditions)

SVFD Approval (date and conditions)

Springville Board of Trustee Approval (date and conditions)

Other Approvals (NYSDOT, Erie County)

Village Fee: **\$100.00**

**Village of Springville NY
Special Events
Sponsor Post Event Accounting**

Please return this form within 30 days of your event to the Springville Village Office,
Attention: Village Administrator.

Name of Special Event _____

Date of Special Event _____

Number of persons in attendance _____

Gross income received from event _____

Total expenses for event _____

Net income (surplus, deficit) _____

Please describe the use of any surplus funds including beneficiaries

Please list any problems encountered with Village services while hosting this event.

Please list any other problems encountered while hosting this event.

Ideas/Suggestions

