



The City of Poughkeepsie

New York

Ronald Knapp
Acting City Administrator

February 16, 2016

Dear Event Organizer:

As many of you were made aware in planning your 2016 events, the City's budget is very limited in the support that we can provide. The City cannot support overtime costs not budgeted for these events. It is important for you to have information as you are planning your 2016 event. Therefore, I am sending you the new application(s) to peruse and to ensure that applications are submitted to the Chamberlain in a timely manner. As we did this past year, we will provide assistance estimating the costs for your event.

I would like to make you aware of the following important points:

- Community Event Applications, as well as Block Party Applications, **should** be submitted to the City Chamberlain's office *at least thirty (30) days* prior to your event.
- When applications are submitted to the City Chamberlain's office, the \$35.00 application fee or it will be returned to you. Other fees will be determined after departmental approvals and a quotation for estimated fees will be sent to you in a timely manner.
- Please be sure to complete the correct form for your event. There are four (4) different forms to be used as follows:
 - Community Event Application:** Demonstrations/Walk/Run, Filming/Video, Parade, Assembly/Festival, Event held on Private Property, Exhibition
 - Block Party Application:** A block party, as defined by City ordinance, is a community event to be conducted within an area not exceeding one City block or one intersection, where the block or intersection will remain closed to ordinary traffic during the time that the community event is held, in a neighborhood in the City that is at least two-thirds residentially zoned and which is sponsored solely by the owners, residents, or tenants in the area, or their organization, and is not for commercial or advertising purposes or profit.
 - Wedding Ceremony Application:** To be used by those engaging in a Wedding ceremony on City property for less than two (2) hours

-Registration of Event Form: Applies to spontaneous demonstrations, rallies, free speech, marches, and pickets. These are events that depend on a timely response for value.

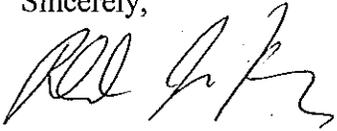
Please be sure to determine the correct form before submitting it to the Chamberlain to avoid the form being returned to you! If you have any questions about the correct form for your event, please contact the Chamberlain's office at (845) 451-4276.

- Any requests made for assistance by the applicant or any assistance that is deemed mandatory by a City department will be subject to overtime fees when an event is held outside the normal business hours of a particular City department. The fees will be assessed as follows: Police at \$79.97/hr., CSEA (including DPW, Recreation and Building) at \$59.35/hr., and Fire at \$69.13/hr. Due to contractual obligations, all fees are assessed for a minimum of four (4) hours.
- All Community Event applications **MUST** be accompanied by a certificate of insurance naming the City of Poughkeepsie as additional insured. The only exception to insurance requirement is for Block Parties, Freedom of Speech events that apply to the Registration of Event Form, and Wedding Ceremonies. Other requirements are listed in the application.
- All fees, including those associated with rentals and overtime costs, must be paid before a permit will be issued.
- There are two mandatory legal agreements attached to the application, the Indemnification Form and the Affidavit of Applicant, both must be signed for a permit to be issued.
- No requests will be honored for equipment and/or other City services unless it is specifically requested on your application. ***No last minute requests will be honored!***
- All applicants are responsible for ensuring that vendors at their event have the proper permits and/or licenses. The City Chamberlain, (845) 451-4276, will be happy to help you determine the proper contact(s) for your event. Should this policy not be followed, you will be subject to fines and/or other penalties, including the banning of the applicant from holding future events in the City of Poughkeepsie. Please be sure to contact the Chamberlain early about vendors for your event. This process takes time.
- Any misrepresentation or deviations made from the information provided in the application will result in the immediate revocation or denial of the permit.
- Community Event dates are reserved on a first-come, first-served basis. No dates will be held until a completed application, with application fee and insurance certificate, is returned to the City Chamberlain.

I realize that many events that are held in the City are often those involving community outreach or fundraising. Therefore, please feel free to contact my office to set-up an appointment to better plan for the costs associated with your event. You can call (845) 451-4073 between 8:30am and 4:30pm.

Thank you in advance for your understanding and cooperation in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ronald J. Knapp', written in a cursive style.

Ronald J. Knapp
Acting City Administrator