



# The City of Poughkeepsie, NY

62 Civic Center Plaza ~ Poughkeepsie, NY 12601 ~ Phone: (845) 451-4276 ~ Fax: (845) 451-4239  
Deanne Flynn, City Chamberlain (dflynn@cityofpoughkeepsie.com)

## Wedding Ceremony Application

There is a \$35.00 application fee due at the time of submission of this application.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Location Requested: \_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_

Fees:

Application Fee \$ 35.00

Park Use Fee \$250.00

Assembly Permit Fee \$ 35.00

Electricity Fee: \$100.00

TOTAL \$ \_\_\_\_\_

### Insurance

Any applicant for a private event permit must provide evidence of **at least \$500,000** of public liability insurance coverage. This insurance coverage can take the form of a rider to a homeowner's policy or a certificate of insurance naming the City of Poughkeepsie, 62 Civic Center Plaza Poughkeepsie, NY 12601 as additional insured. **An endorsement/declaration page is also mandatory.** These items should be obtained from your insurer.

**A private event permit will not be issued, nor will your application be considered without this insurance requirement being submitted to the City with your application.**

**Should you have any questions regarding insurance requirements, please contact the Chamberlain's office at (845) 451-4276.**

## Proof of Understanding of City Ordinance

Please initial next to the following statements to prove awareness of the following points of the City's private event ordinance (these are not all the points of the City's event ordinance, so please familiarize yourself with all rules and regulations prior to your event, including those found in Chapter 15, Article II, Section 15-18 of the City Code of Ordinances pertaining to City parks). All rules apply to both the permittee and their attendees.

\_\_\_\_\_ The permittee is responsible for cleaning up after the event. Should the area be left in an unsatisfactory condition after inspection by the City of Poughkeepsie, the security deposit will be held and additional fees may be assessed.

\_\_\_\_\_ Alcohol may not be served, nor may it be consumed at the event on City property. Glass bottles of any type may not be brought on City property.

\_\_\_\_\_ The possession of firearms, knives of any description, or other dangerous instruments is prohibited.

\_\_\_\_\_ Explosive devices or substances, including fireworks are prohibited.

\_\_\_\_\_ Building, maintaining, or using a fire other than in a grill in a designated area is prohibited. Any grill should be continuously under the care and direction of a competent person over 16 years of age from the time of kindling to time of extinguishment. No person shall throw away or discard a lighted match, cigar, cigarette, or other burning object in a park except after extinguishing it in a proper receptacle.

\_\_\_\_\_ Equipment or park apparatus from within the boundaries of any park or from its original location within the park may not be removed or moved.

\_\_\_\_\_ Injuring, defacing, or disturbing any City property including buildings, parklands, signs, equipment, or any other property found is prohibited. No trees, flowers, ferns, shrubs, rocks, or other plants or minerals shall be removed, injured, or destroyed.

\_\_\_\_\_ Loitering in or near toilets is prohibited and no one, except City employees that may be on duty, may enter toilet rooms designated for the opposite sex.

\_\_\_\_\_ There shall be no placement or allowance of placement in any river, pond, brook, stream, ditch or drain within a park of any solid, liquid, or aqueous waste.

\_\_\_\_\_ The possession of any controlled substance unless prescribed by a physician for the possessor is prohibited.

\_\_\_\_\_ If the event is being held in Waryas Park, the event shall be at a distance of at least 25 feet from the exterior boundaries of the Ice House Concession Stand.

\_\_\_\_\_ No entrance or access fee may be charged at a private event by any permittee or other person.

\_\_\_\_\_ No hawking, peddling, selling, or renting may occur at the private event unless a license has been obtained.

\_\_\_\_\_ Any person who violates the provisions of the City's Ordinance shall be deemed guilty of an offense and shall be subject to a fine and/or a term of imprisonment.

**Affidavit of Applicant**

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand, and agree to abide by the City's ordinances and regulations governing this proposed Wedding Ceremony. I also agree to comply with all other local, state, and/or federal laws that are applicable to this Wedding Ceremony.

I further certify that I understand that allowing non-permitted or unscheduled activities due to occur during my event may result in increased costs to me and/or the sponsor due to unanticipated operational expenses.

I further certify that I, on behalf of myself and/or the Sponsor (for which I have submitted a letter indicating that I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to the City of Poughkeepsie that are incurred by the City or on behalf of the event.

If I cancel my Wedding Ceremony, I will notify the City as early as possible so as to cut down on any cost recovery. I understand that I will be charged for City services provided in advance of the event up through the time of notification.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

Print Name: \_\_\_\_\_

**Indemnification Statement**

The applicant, on behalf of any himself/herself and/or other persons, organizations, firms or corporations on whose behalf the application is made, when filing a permit application to hold a community event shall represent, stipulate, contract, and agree that they release the City of Poughkeepsie, State of New York from any liability from the event and will jointly and severally indemnify and hold the City harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to, or death of persons arising from the sponsor's activities authorized by the Wedding Ceremony permit.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_