

# **EVENTS IN THE CITY OF POUGHKEEPSIE**

## **POLICIES & APPLICATION PROCESS**

- Policy
- Tiered Events & Fee Schedule
- Application
- Checklist
- Affidavit of Applicant
- Indemnification Statement
- Hold Harmless Agreement







## TIERED EVENTS

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### LEGACY EVENTS

No Fees are charged by the City for these events

These events are City of Poughkeepsie community events which have, in most cases, a long history and funding has already been allocated in prior years.

**“Legacy Events” are:**

*Autumn In The Park - Bartlett Park*

*Community Day - Earline Patrice Park*

*Easter Egg Hunt - Waryas Park*

*Jazz in the Valley - Waryas Park*

*National Night Out - City Hall*

*¾ Porchfest - Academy St. Historic Dist.*

*Pulaski Day - Pulaski Park*

*d/?*

See Fee??

These community events are open to the public and contribute to the economic vitality of the City of Poughkeepsie. Examples of these events are:

- *Concerts*
- *Walk-a-thons/Bike-a-thons*
- *Parades*
- *Festivals*
- *Filming*
- *Co-Sponsored*

*d/?*

See Fee??

These events are open to the public and contribute to our strong community. These events normally require assistance from the City of Poughkeepsie personnel. Examples of these events are:

- *Block Parties*
- *Back to School Events*
- *Sports Events*
- *Local City Fundraisers*
- *Community Outreach Events*

# CHECKLIST

## MANDATORY

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- **APPLICATION FEE - \$50.00**
- **EVENT SITE PLAN and/or DETAILED ROUTE MAP:** Special Event applications must include a detailed Event Site plan (or sketch) that shows the precise layout of the event demonstrating, at minimum, the following information:
  - Street/Road closures [Races and parades must include the entire route as well as indicate the start/end locations].
  - Entrance and Exits
  - Shuttle / Transportation Plan
  - Accessibility Information for those with disabilities and/or limited mobility
  - Parking Areas: Show location that accommodates the number of estimated vehicles and overflow parking area. Emergency vehicle access and parking must be included.
  - Stages, platforms, bleachers, canopies, tents, booths, vehicles and trailers. Include location, type semi-permanent; mobile buildings or temporary structures.
  - Audio, lighting, visual equipment, open fires and pyrotechnics. Include location, size and type.
  - Generators: include locations and/or sources of electricity.
  - Bathroom Facilities: Include locations, type, and provider of solid waste containers.
  - Vendor booths/stations. Include locations.
- **LIST OF PARTICIPATING VENDORS:** Only vendors on the list provided will be issued permits once their **Individual Vendor Application** has been received along with the required \$75 fee.
- **COPY OF LIABILITY INSURANCE POLICY:** Certificate of Insurance/Endorsement or Declaration Page. The event sponsor/applicant shall be required to maintain insurance reasonably acceptable to the City covering all aspects of the event in the minimum amount of: \$1,000,000 liability insurance in addition to each occurrence and \$2,000,000 aggregate for bodily as well as \$50,000 for each occurrence and \$100,000 aggregate property damage. The Insurance Certificate must name the City of Poughkeepsie as additional insured and contain a declaration or endorsement page, as well as the date and name of your event.
- **CLEAN UP PLAN:** A specific clean-up plan should be laid out either requesting assistance from the Department of Public Works (fees apply) or a plan involving only the organizations volunteers/workers and not involving the Department of Public Works.
- **INDEMNIFICATION AGREEMENT**
- **AFFIDAVIT OF APPLICANT**
- **HOLD HARMLESS FORM** (*Not required for Legacy Events*)

# SPECIAL EVENTS APPLICATION



## APPLICANT INFORMATION

<b>Primary Contact Name:</b>	<b>Primary Contact Number:</b>
<b>Address:</b>	<b>Email:</b>

## ORGANIZATION INFORMATION

<b>Sponsoring Business or Organization:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Tax ID/EIN:</b>	<b>Non Profit Status (Copy of IRS determination letter must be attached):</b>
<b>Event Name:</b>	<b>Event Location:</b>
<b>Event Date:</b> <b>Rain Date:</b>	<b>Start Time:</b> <b>End Time:</b>
<b>Street Closures:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Please list requested streets from cross street to cross street &amp; include a detailed map</b>
<b>Will you be charging admission?</b> Yes                      No	<b>If yes, please contact the City Chamberlain's Office</b>
<b>Have you had this event before?</b>	<b>If so, where?</b>

### Type of Event (check all that apply)

Parade/Procession <input type="checkbox"/>	Run/Walk <input type="checkbox"/>	Festival/Celebration <input type="checkbox"/>	Carnival/Fair <input type="checkbox"/>
Sporting Event <input type="checkbox"/>	Concert/Performance <input type="checkbox"/>	Charitable Event <input type="checkbox"/>	Community Event <input type="checkbox"/>
Filming/Video <input type="checkbox"/>	Block Party <input type="checkbox"/>	Commercial Event <input type="checkbox"/>	Other <input type="checkbox"/>

<b>Preparation/Set Up Date:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Clean Up Date</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Number of event staff &amp; volunteers:</b>	<b>Estimated Number of Participants/Attendees:</b>	

# SPECIAL EVENTS APPLICATION



Litter/trash removal plan:	Trash Service provider:
Plan for Emergency Services:	Emergency Services Provider:

- \*Will there be a fireworks display?      Yes      No      (If "yes", you must contact City Fire Department for a permit)
- \*Will alcohol be served?      Yes      No      (If "yes", permission is needed from City Administrator and/or SLA)
- \*Will vendors be selling food or wares?      Yes      No      (If "yes", please provide us with a list of approved vendors)
- \*Will portable toilet facilities be contracted      Yes      No      (if "yes", please provide us with the company contact information)

In addition to obtaining a Special Events permit, you may also be required to obtain separate permits for activities including, but not limited to: vending, food and/or alcohol service, aircraft performances, waterway use and fireworks from other City departments and/or government agencies. **Please keep in mind it is wholly your responsibility to obtain all permits required for your event.**

**Vending and Sales Information:** Please note that organizers will be required to obtain any necessary special vending permits for their vendors and the organizer and vendors must comply with the provisions of Chapter 7 ¾ - Article IX of the City Code, unless otherwise waived under Section 7 ¾ - 14F of Article IX. All organizers and vendors shall comply with the provisions of Chapter 10 of the City Code and all vendors must complete a **Community Events Vendor Application** (available online at [www.cityofpoughkeepsie.com](http://www.cityofpoughkeepsie.com) or at the City Chamberlain's Office) which the applicant shall provide to the City prior to the commencement of the event. Processing this application takes approximately three weeks, so please allow enough time.

**Failure to obtain a vendor permit will subject the event organizer and/or the vendor to citations which may include a fine and/or appearance in City Court.**

If you are serving food, you should contact the Dutchess County Health Dept. at 845-486-3469 to determine if there are additional permit requirements.

**Disclaimer:** By issuing a permit to an applicant or sponsor to hold a special event, the City is in no way considered endorsing or expressing support or disagreement of or any position precepts or other aspects of the person or groups organizing, sponsoring, holding or participating in such event or use and no person associated in any way with said event is authorized to or shall make any public statements or representations concerning the City unless expressly authorized by the City Administrator or Common Council.

## City of Poughkeepsie Resources

City Administrator's Office:	845.451.4072	City Building Dept:	845.451.4007
Dept. of Public Works:	845.451.4111	City Chamberlain's Office:	845.451.4225
City of Poughkeepsie Fire Inspector:	845.451.4079	City of Poughkeepsie Police Traffic Division	845.451.4000

# SPECIAL EVENTS APPLICATION



## CITY PARK LEASE FEE SCHEDULE FOR PRIVATE EVENTS

Tier One Park Lease Fee \$500.00 / day

- *Spratt Park*
- *Waryas Park*

Tier Two Park Lease Fee \$250.00 / day

- *Bartlett Park*
- *College Hill Park*
- *Eastman Park*
- *King Street Park (green areas)*
- *Mansion Square Park*
- *Pulaski Park (green areas)*

Tier Three Park Lease Fee \$100.00 / day

- *Kaal Rock Park*
- *Malcolm X Park*
- *Morgan Lake Park*
- *Pershing Ave Park*

### **Ball Parks, Sports Fields & Pools**

- *College Hill Ball Field*
- *Hulme Park – Basketball*
- *King Street Park – Tennis*
- *Lincoln Center Park – Soccer*
- *Pulaski Ball Field*

**Contact Parks & Recreation Directly @845-451-4100**

- *Pulaski Pool \**
- *Spratt Pool \**
- *Stitzel Field*
- *Waryas Skate Park*

*\*Pools must be reserved in 4 hour blocks by May 15, 2023 otherwise availability cannot be guaranteed*

*\*\*Holiday Surcharges may apply to any of the park lease fees*

# SPECIAL EVENTS APPLICATION



## Fee Schedule

Category	Legacy	Tier A	Tier B
Application Fee	N/A	\$50.00	\$50.00
Assembly Permit	N/A	\$50.00	N/A
Security Deposit	N/A	\$250.00	N/A
Park Lease Fee	N/A	See Attached	See Attached
Tent Permit	N/A	\$25.00	N/A

## Special Permit Fees

Private Event	N/A	\$100.00	N/A
Parade	N/A	\$100.00	N/A
Vending *	\$75.00 per vendor	\$75.00 per vendor	\$75.00 per vendor
<i>*Vendors will need to complete an Community Event Vendor Application from the Chamberlain's Office*</i>			
Filming	<i>Please Contact City Administrator's Office Directly</i>		

## Additional Equipment or Services

	Fee	Quantity	Total
Garbage Removal*	\$200.00 / day		
Electricity in Park*	\$100.00/day		
Electricity in Street*	\$500.00/day		
Barricades (set of 4)	\$50.00/day		N/A
Mobile Stage*	\$150.00/day		
Platform Stage*	\$150.00/day		
Chairs	\$.50 per chair		
Bleachers	\$150.00/day		
Tables	\$10/day per table		
PA System*	\$200.00/day		
Podium	\$150.00/day		
<b>GRAND TOTAL</b>			

***\*Event staff may be required to accompany these items/services & will be billed at rates listed below.***

ALL OVERTIME FEES ARE ASSESSED AT A MINIMUM OF 4 HOURS DUE TO CONTRACTUAL OBLIGATIONS WITH THE CITY OF POUGHKEEPSIE. FEES ARE SUBJECT TO CHANGE AT ANY TIME AND ARE PURSUANT TO THE RATIFICATION OF ANY COLLECTIVE BARGAINING AGREEMENTS.

Department	Overtime Rate / Fees Per Hour
DPW / BUILDING	\$68.70/hr – 4HR MINIMUM
POLICE	\$124.51/hr – 4HR MINIMUM
FIRE	\$71.21/hr – 4HR MINIMUM

For traffic, parking security and other requested services or services determined necessary by the Police Department, you may be subject to overtime fees if event is not held during the City department's normal business hours or overtime must be utilized. Fees will be determined by the department and assessed at the above rates per hour.



# • CERTIFICATION OF APPLICANT

# • INDEMNIFICATION STATEMENT



## APPLICANT CERTIFICATION

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 Private Event. I also agree to comply with all other local, state, and/or federal laws that are applicable to this private event.

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

I further certify that I, on behalf of myself and/or the Sponsor (for which I certify 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 this event.

I further certify that I understand that due to the noise ordinance. I have familiarized myself with the City of Poughkeepsie laws pertaining to the use of amplified sound located in Chapter 13 ½ of the Poughkeepsie City Code. (This chapter may be found on the City's website.)

If I cancel my event, I will notify the City as early as possible as to cut down on any cost recovery. I understand that I will be charged City services provided in advance of the event up through the time of the notification and the application fee is non-refundable.

## 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 private 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 or applicant's activities authorized by the Private Event permit.

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SIGNATURE OF APPLICANT

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DATE

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PRINT NAME

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TITLE

