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|  | CITY OF JOHNSTOWNOffice of the City ClerkPO Box 160, 33-41 East Main StreetJohnstown, New York 12095(518) 736-4011 | **- CLERK USE ONLY -** |
| Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ Permit #: \_\_\_\_\_\_\_\_\_\_\_, 2024 |
| Insurance provided: [ ] yes [ ] no Deposit Paid: [ ]  yes [ ]  no Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Deposit Refunded: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ |

EVENT / CITY PROPERTY USE APPLICATION / PERMIT

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| REQUIRED TO PROCESS APLICATION | 1. Applicant must complete and provide all supporting documents **AT LEAST 30 DAYS** prior to the date of event Failure to provide required information or adhere to timelines will result in a delay of approval and / or denial of your Permit.
2. A $100 Security Deposit, made payable to the City of Johnstown. The organization and/or individual will assume the responsibility of all clean-up of the area within 24 hours of such performance/event. Your deposit will be returned at the end of event if no damages are incurred.
3. Proof of insurance naming City of Johnstown as additional insured, with the following limits:

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| Standard insurance requirements | If using the Bandshell / Park insurance requirements |
| Bodily injury per person……………..$ 50,000.00Bodily injury per occurrence……..…$100,000.00Property damage……………………..$ 25,000.00 | Bodily Injury, per person……………$250,000.00Bodily Injury, per occurrence………..$500,000.00Property Damage………………….…$300,000.00 |

1. Submit a map and narrative that explains your event; the specific times and locations for all requested street closings; all planned uses of public utilities, parking lot usage, banners or decorations; garbage clean-up plans; and, whether or not any use of amplified sound.
2. Submit copies materials that will advertise the event. The organizer is responsible for ensuring that all advertising of event are removed from public facilities. Failure to comply may impact approvals for future applications.
3. Notify residents and businesses immediately affected of any street closure or event.

Dated: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Signature |
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| **APPLICANT** | Group / Organization:  | Phone |
| Contact Person | Email |
| Address ` State Zip  |

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| **EVENT INFORMATION** | * Name and type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| * Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| * Requested Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| * Time of Event: \_\_\_\_\_: \_\_\_\_\_am/pm *to* \_\_\_\_: \_\_\_\_\_am/pm
 |
| * Will fundraising take place? YES[ ]  NO[ ]  Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| * Will there be Vendors? YES[ ]  NO[ ]  (Vendors must apply for a permit from the City Clerk’s office, pay applicable vendor’s fee and provide insurance information as required. Applicants have the option to pay a Blanket Fee of $50 to cover vendors for their event; permit must be completed).
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| * Will there be alcohol? YES [ ]  NO [ ]  If yes, a Special Alcohol Permit must be completed.
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| **PUBLIC SAFETY REVIEW** | **ALL QUESTIONS MUST BE ANSWERED. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN A DELAY OF APPROVAL AND / OR DENIAL. A PERMIT WILL NOT BE ISSUED NNLESS APPROVED BY ALL DEPARTMENTS. USE ADDITIONAL SHEET IF NECESSARY*** Street closure? YES[ ]  NO[ ]  \_\_\_\_:\_\_\_\_am/pm - \_\_\_\_:\_\_\_\_am/pm If street(s) closure is requested, you must provide a clear sketch or map showing the street names, directions, location(s) and # of barricades you are requesting.
* Traffic control? YES[ ]  NO[ ]  Specify as to what you are requesting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* If using the Bandshell or Park, will you require electricity? YES[ ]  NO[ ]
* Will firearms or weapons of any kind be used or displayed at this event? YES[ ]  NO[ ]  Specify in detail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Will there be any use or display of explosives, fireworks or any other flammable items at this event? YES[ ]  NO[ ]  Specify in detail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Update: 3/2024