



1915 Lucas Avenue  
Cottkill, NY 12419

Phone (845) 658-3159  
Fax (845) 658-8744

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## EVENT APPLICATION

Application **MUST BE RECEIVED** by the Town of Rosendale at least 30 days prior to the event

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Organization's Website: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Location of event (start point/end point):

\_\_\_\_\_

\_\_\_\_\_

Number of people expected:

\_\_\_\_\_

Describe in detail your organization's Event including any requested road closures and anticipated traffic delays:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mail, e-mail or drop off completed applications to:

Town of Rosendale, 1915 Lucas Avenue, Cottkill, NY 12419

Townclerk@townofrosendale.com

# CHECK LIST

Requirements for Events in the Town of Rosendale - Festivals, Filming, Races, etc.

The Town of Rosendale needs the following before the event can be brought to the Town Board for consideration:

- Certificate of Insurance listing the “Town of Rosendale, 1915 Lucas Avenue, Cottekill, NY 12419” as additionally insured.
- Approval from Ulster County Department of Public Works, New York State Department of Transportation and/or the Town of Rosendale Highway Superintendent for any roads being used/crossed/involved/closed or delays. (Additional fees may apply)
- Approval from the Rosendale Chief of Police. (Additional fees may apply)
- Approval from Ulster County Emergency Services.
- Notification to all Fire Departments where the Event will be held.
- Approval from property owner (if private property) \*The Town of Rosendale DOES NOT approve of any use of private property. The property owner MUST be contacted directly for approval.
- Approval from Wallkill Valley Land Trust if event is on or includes the Rail Trail.
- Site plan showing the event location. (Detailed map of where the event will take place, including any routes, roads, property & parking areas including any remote parking & transportation to and from site.)
- Completed Event Application. (Page 1)
- Application fee is due at least 30 days prior to the Event – Please see Application Fee Schedule below; all application fees are non-refundable. (There may be other fees such as reimbursement for staff time and any rental fees for use of Town property)

	# of people	1 Day Event	2+ Days Event
Movies (film crew/actors)	1-50 *Needs Town Clerk approval. All check list items must be followed.	\$ 50.00	\$100.00
	51-100 *Needs Town Board approval. All check list items must be followed.	\$ 75.00	\$150.00
	101+ *Needs Town Board approval. All check list items must be followed. *Multiple locations will have additional fees*	\$125.00	\$250.00
Runs (participants/staff)	1-50 *Needs Town Clerk approval. All check list items must be followed.	\$ 50.00	\$100.00
	51-100 *Needs Town Board approval. All check list items must be followed.	\$100.00	\$200.00
	101+ *Needs Town Board approval. All check list items must be followed.	\$150.00	\$300.00
Events/Festivals (attendees/staff)	1-100 *Needs Town Clerk approval. All check list items must be followed.	\$ 75.00	\$150.00
	101+ *Needs Town Board approval. All check list items must be followed.	\$125.00	\$250.00
	1000 + *Needs Town Board approval. All check list items must be followed.	\$250.00	TBD
Police, Highway, Traffic Control	Traffic Control & Safety requiring Town resources will result in additional fees to be determined based on the level of need.	TBD	TBD

\*The applicant can refer to the Town of Rosendale Code - Chapter 45 - Mass Gatherings which details out what we need further.

\*The Town Board will be notified of all Town Clerk approved events.

<b>Office Use Only</b>	
Payment: \$ _____	Received: _____
CC: _____	Check #: _____ Cash: _____

# CONTACT LIST

Ulster County Department of Public Works: (845) 340-3131

Rosendale Highway Department: (845) 658-9851

Dorene Whitaker: [highwayclerk@townofrosendale.com](mailto:highwayclerk@townofrosendale.com)

Rosendale Police Department: (845) 658-9000

Chief Scott Schaffrick: [sschaffrick@rosendalepd.org](mailto:sschaffrick@rosendalepd.org)

Wallkill Valley Land Trust (Rail Trail): (845) 255-2761

Bloomington Fire District: (845) 338-7266

Chief Fred Harries: [fredharries60@yahoo.com](mailto:fredharries60@yahoo.com)

Cottkill Fire District: (845) 532-9175

High Falls Fire District: (845) 417-2039

Jessica Decker: [jldecker61@gmail.com](mailto:jldecker61@gmail.com)

Rosendale Fire District: (845) 853-2039

Chief Nick Rider: [nrider@rosendalefiredept.com](mailto:nrider@rosendalefiredept.com)

Tillson Fire District: (845) 443-3167

Chief Bill Miller:

Steven Peterson, Ulster County Emergency Services: (845) 331-7000