

1915 Lucas Ave
Cottkill NY, 12419



Phone (845) 658-3159
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MASS GATHERING PERMIT APPLICATION

Event Name: _____

Date(s): _____

Applicant's Name: _____

Name of Organization: _____

Address: _____ Phone: _____

Cell Phone: _____ Email: _____

Contact Person(s) during the Event: _____
Phone: _____

Please provide the following information:

1. Number of people expected to attend the gathering - participants: _____

2. Location of the gathering: _____

3. Description of the type of gathering to be held: _____

3. Dates and times the gathering will be held: _____

4. Estimated length of stay of attendees: _____

5. Name of property owner: _____
Address of property owner: _____
Phone/Fax # of property owner: _____

6. Name of the solid waste (garbage) haulers contracted: _____

a. How will garbage containers be monitored? _____
b. Who will be in charge of monitoring garbage containers: _____
(Solid waste must be removed from the site within 24 hours of the end of the event.)

7. Liquid waste (portable toilets) haulers contracted: _____
(Toilets must be located 300 ft from spectator area)
a. How many permanent toilets are located at the site? _____
b. How many portable toilets will be rented? (There must be at least 1 ADA)

accessible.) _____

- c. How many hand wash stations will be rented? _____ (There must be 1 station for every 10 toilets & garbage can with a lid next to the station.)
- e. Who will monitor and refill water, soap and paper towels at the hand wash station?

8. Will alcohol be served at the event? _____ (Please provide the New York State Liquor Authority Application for Alcoholic Beverage Control Permits. Restricted area for alcohol must be designated on the site plan map.)

9. Drinking water must be provided free of charge. How will this be done? A garbage can must be provided next to the drinking station. Depending on the size of the event you may be required to provide additional stations. _____

10. First Aid Stations: The station must be accessible by ambulance and clearly marked. There must be 2 licensed medical personal at least 18 years old for events up to 2500 people. Two more are required for each additional 5000 attendees. The Ulster County Health Department must be notified of any serious injuries or communicable diseases. You also may be required to provide a stand-by ambulance. A list of required equipment for first aid stations can be obtained from the UC Health Dept.

11. How many parking attendants and traffic control guards will be provided? _____

12. You must provide a plan for dangerous conditions during the gathering. This plan will include evacuation, cancellation or delay of the gathering, and provision for support facility. The plan will also address nuisances or health hazards associated with animals present at the gathering. Noise ordinances must be followed according to the Town of Rosendale Law.

13. Attach a site plan delineating the area where the gathering is to be held including:

- a. Parking area available for patrons (Is there adequate parking at this location?)
- b. Location of entrance, exit, and interior roadways and walks
- c. Location of operator's headquarters at the gathering
- d. Location of restroom facilities
- e. Location of water stations
- f. Location and number of food vendors, and types of food to be served (if known).
- g. Location, number, type, and provider of solid waste containers
- h. Location of the first aid station
- i. Plan to provide lighting adequate to ensure the comfort and safety of attendees and staff
- j. Signs must be provided that show where first aid, restroom, drinking facilities and exits are located. They must be large enough and high enough that attendees can easily see them.
- k. Plan for clean-up after the event
- l. Plan for Security

13. All food vendors are required to have a valid Ulster County Board of Health Temporary Food Service Permit (845-340-3150). The Town of Rosendale must be added on the Liability Policies; \$1 mil Occurrence/\$ 2 Mil Aggregate, all naming the Town of Rosendale, 1915 Lucas Avenue, Cottekill NY 12419 as the Certificate Holder.

14. The Town of Rosendale Police Department (845-658-9000) must approve of this plan before it is presented to the Town Board.

Applicant's signature _____ Date _____

FOR OFFICE USE ONLY

Application Fee: _____ Approved By: _____ Date _____