

APPLICATION FOR A SPECIAL EVENT

VILLAGE OF WATKINS GLEN
303 NORTH FRANKLIN STREET
WATKINS GLEN, NY 14891
607-535-2736

EVENT INFORMATION:

Name of Event: _____

Location: _____

Date(s) of Event: _____

Time of Event: _____

Date and Time for Set up: _____

Date and Time for Take down: _____

Event Activities: _____

(entertainment, vending, fireworks, gaming, etc. Please attach any additional information)

Purpose: _____

Estimated Attendance: _____

CONTACT INFORMATION:

Name: _____

Phone: _____

Email Address: _____

Address: _____

Will Alcoholic Beverages be served? Yes / No Sold? Yes / No

Does the Event require Fire/EMT equipment? Yes / No
(if yes, please complete and sign Fire Department Checklist attached)

SPECIAL EQUIPMENT/ SERVICES REQUESTED:

Item	Quantity	Details – locations, types, sizes, etc.
Police:		
Traffic control		
Street Closings		
Security (company)		

Streets:		
Barricades		
Stop signs		
Traffic cones		

Water:		
Water test		

Sewer:		
Port-a-johns		
Grease barrels		

Electric:		
Power needs		
Additional power		

Codes:		
Tents -(sizes, certified, stakes)		
Access - crowd movement		

Parks:		
Trash cans		
Trash removal		
Parking		

** For Village Use Only **

DEPARTMENTS CONTACTED AND APPROVED:

Board	_____	Office	_____	Parks	_____	Electric	_____
Streets	_____	Police	_____	Water	_____	Fire	_____
Sewer	_____	EMS	_____	Code	_____	Super	_____

Does this event require firefighting equipment?	Yes	No	
If yes, where is the designated location for fire equipment?			
Are there food vendors on site?	Yes	No	
* If so, what fuel sources are being used?	Propane	Electric	
Will there be generators on site?	Yes	No	
* If so, what fuel sources are being used?	Propane	Gas	Diesel
Will there be temporary electric provided?	Yes	No	
Will there be fireworks?	Yes	No	
* If so, what is the location?			
Is there a need for EMS services at this event?	Yes	No	
* If yes, where is the designated location for EMS equipment?			
Has a map of the festival/event been provided?	Yes	No	
* Please indicate generators, fuel source locations, electric services, vendors and booths.			

*** Disclaimer**

The Watkins Glen Fire Department provides Fire Protection and non-transporting BLS EMS services for events when needed.

All Fire/EMS staging/parking locations are subject to change per the Watkins Glen Fire Chief. There must be a minimum of two parking spaces available at all times for Fire and EMS vehicles.

Failure to provide this information could result in the Watkins Glen Fire Department not covering the festival/event.

Event Coordinator Signature

Date

Fire Chief Signature

Date