

APPLICATION FOR A SPECIAL EVENT
VILLAGE OF WATKINS GLEN
303 NORTH FRANKLIN STREET
WATKINS GLEN, NY 14891
607-535-2736

SPONSOR INFORMATION:

Name: _____

Phone: _____

Email Address: _____

Address: _____

EVENT INFORMATION:

Name of Event: _____

Event Activities Planned: _____

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

Date of Event: _____

Purpose: _____

Location: _____

Estimated Attendance: _____

Date and Time for Set up: _____

Date and Time for Take down: _____

Will Alcoholic Beverages be served? Yes / No Sold? Yes / No (circle one)

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		

Fire/ EMS:		
Fire-fighting equipment		
First aid needs		

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

Parks:		
Trash cans		
Trash removal		
Parking		

For Village use only

DEPARTMENTS CONTACTED AND APPROVED:

Board of Trustees	_____	Village Office	_____	Parks	_____	Electric	_____
Streets	_____	Police	_____	Water	_____	Fire	_____
Sewer	_____	EMS	_____	Codes	_____		