

FAQ'S for Securing a Special Event Permit

1. What types of events are eligible for consideration by the Village Board? – An event must possess a “village purpose”, meaning that it helps to accomplish the goals of the Village of Larchmont and benefit Village residents as a whole.
2. How long does the permitting process take? – Three months is the recommended minimum lead time necessary for the Village to process an application for a special event permit. Sponsors, however, should recognize that the permitting process is a function of the scope, size and nature of the event. Consequently, a sponsor must build in sufficient time for the relevant municipal agencies to review, critique and approve the event.
3. Who can sponsor an event? – Residents and businesses located in the Village. (Residential block parties are exempt from these guidelines and have their own permitting process.)
4. Do I need insurance? – Yes. All special events taking place on public property, i.e. streets, sidewalks and parks require liability insurance naming the Village of Larchmont as additional insured. Minimum insurance requirements are \$1,000,000, but may be more depending on the nature and size of the event. Satisfactory evidence of insurance, provided by a carrier acceptable to the Village of Larchmont at its sole discretion, as well as proof of payment, must be provided prior to the issuance of the event permit (minimum of 1 week prior to the event). The Village of Larchmont must be named as “additional insured” on the policy. Alternatively, the Village may require an additional fee for the purpose of purchasing insurance for such purpose.
5. What other costs are involved? – Depending upon the event, typical costs include police protection, permit fees, insurance, set-up and break-down expenses. Incremental costs for Police and DPW services associated with an event are solely the responsibility of the sponsor/applicant.
6. Are bathroom facilities necessary? – It is strongly recommended that bathroom facilities be provided if the event is going to be held on public property and food and beverages will be offered.
7. What are the permitted hours of an event? A sponsor must take into consideration the proximity of neighbors, particularly residential neighbors, when determining the appropriate hours/location of their event. The Board of Trustees has the final decision in determining the duration and time of an event.
8. Can a sponsor request closing of a street for the duration of an event? – Yes, the closing of certain streets within the Village will be considered by the Village Board depending upon the size, scope and location of the event. The Village Board reserves the right to reject any such request if deemed unsafe or inappropriate for any reason whatsoever.
9. What is the application process? The application together with any required fees should be submitted to the Village Clerk who will forward it to the BDIC. The BDIC will review the application and forward it for review to any departments in the Village it deems necessary or desirable. The BDIC will then contact the sponsor to discuss the proposal, make suggestions and obtain any additional information necessary. The BDIC will then forward the package to the Village Board for consideration.