

**Village of Larchmont
Special Events Application**

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| Permit #: Date: Amount: FOR OFFICIAL USE ONLY |
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Event Name: _____

Event Sponsor: _____

Sponsor Contact Information:

Telephone #: _____

Address: _____

Event Location: _____

Event Date and Time: _____

Duration of Event: _____

Event Description: _____

1. ***Have you held this event before?*** ***Yes*** ***No***

If Yes:

Name of Event _____

Date _____

2. ***Are you requesting partial or full closure of any street or other Village property?***

3. ***What is the estimated attendance (include spectators, production team, cast, etc.)?***

4. **Will there be live entertainment?** Yes No
If Yes, please explain: _____

5. **Will there be amplified sound?** Yes No
6. **Will the event contain any commercial, branding or advertising elements?** Yes No
If Yes, please explain: _____

7. **Will the event be advertised?** Yes No
If Yes, please explain: _____

8. **Will there be overhead cabling and/or a pole tap for electricity?** Yes No
(Check all that apply) Pole Tap Overhead cabling
9. **Will generators be used?** Yes No
(Check all that apply) Portable Truck Mounted
10. **Will gaseous and/or liquid fuels be used or stored?** Yes No
(Check all that apply) Gaseous Fuels Liquid Fuels
11. **Will there be open flames (i.e., candles, sterno, etc.) at the event?** Yes No
If Yes, please explain: _____

12. **Will there be oversized vehicles/trucks?** Yes No
(Width -96 inches, Height – 13 ½ feet, Length -55 feet)
If Yes, please explain: _____

13. **Will there be a tent?** Yes No
If Yes, please describe in detail: _____

14. **Will there be grandstands, bleachers, platforms or other related structures?** Yes No
If Yes, please describe in detail: _____

15. **Will booth(s), exhibit(s), table(s), kiosks and/or other display items be used?** Yes No
 If Yes, please explain: _____

16. **Will there be vertical street pole banners (i.e., banners that are affixed at the top of a single light pole and not strung across the roadway) associated with this event?** Yes No
17. **Will horse-drawn carriages be used?** Yes No
18. **Will there be general vendors at the event? (A general vendor Sells food, goods, merchandise and/or a service to the public)?** Yes No
 If Yes, please specify how many of each type of vendor will be participating
 Merchandise: _____ Food: _____ Arts & Crafts: _____ Other: _____
19. **Will food and/or beverages be distributed or sold at this event?** Yes No
 If Yes, please explain: _____

20. **Will anyone be soliciting for services, products, charities, etc. (i.e., collecting signatures, selling tickets, collecting funds)?** Yes No
 If Yes, please explain: _____

21. **Will alcoholic beverages be sold, consumed, or distributed at the event?** Yes No
 (Only applicable to restaurants/businesses that already have a liquor license.)
22. **Will there be inflatable rides (i.e., moon bounce, moon walk) at your event?** Yes No
 If Yes, how many? _____ What company will be supplying them? _____
23. **Will there be truck mounted rides (i.e. whip, sit & spin) at your event?** Yes No
 If Yes, how many? _____ What company will be supplying them? _____
24. **Will there be temporary erected rides (i.e. ferris wheel, carousel) at your event?** Yes
 No
 If Yes, how many? _____ What company will be supplying them? _____
25. **Will there be carnival games (i.e. where money is exchanged) at your event?** Yes
 No
26. **Will there be animals present at your event?** Yes No

Required Documents:

- Site Plan – Identify the location of tents, concession/vendor stands, ()
bathroom facilities, etc. ()
- Evidence of Insurance ()
- Special Indemnification Agreement ()

_____ being duly sworn, deposes and says that: _____
(Owner, Sponsor or Agent)

_____ is the sponsor of this application and that he/she is duly authorized to make this application; and that the statements contained herein are true to the best of his/her knowledge and belief.

Sworn to before me this ____
Day of _____ 20__.

Signature of Applicant

Notary Public

Larchmont BDIC Comments and Authorization: _____

Police Department Comments and Authorization: _____

Building Department Comments and Authorization: _____

Department of Public Works Comments and Authorization: _____

Sanitation Department Comments and Authorization: _____

Village Board Approval: _____
