



APPLICATION FOR PUBLIC ASSEMBLY PERMIT

Wyoming County Government Center
 143 North Main Street, Warsaw, NY 14569
 Phone ~ (585) 786-8800
 Fax ~ (585) 786-8802

Pursuant to the provisions of Wyoming County Local Law No. 2 of 2015, this Public Assembly Permit is submitted no less than 90-days prior to the public assembly. No permits shall be granted unless the applicant complies with all requirements of this Application.

[Use additional sheets of paper as necessary]

SECTION I ~ IDENTIFICATION			
Names of individual, corporations, partnerships or other organized groups, addresses, names of directors and officers.			
	Name	Address	DOB (if individual)
<input type="checkbox"/> Individual Applicant			
<input type="checkbox"/> Corporate Applicant			N/A
			N/A
			N/A
<input type="checkbox"/> Partnership/Org. Group			N/A
			N/A
			N/A

SECTION II ~ FINANCING		
List of all names and addresses of person, corporations, partnerships or other entities to provide financing for the event.		
	Name	Address
<input type="checkbox"/> Person		
<input type="checkbox"/> Corporation		
<input type="checkbox"/> Partnership		
<input type="checkbox"/> Other Entity:		

SECTION III ~ EVENT LOCATION	
Name and address of the recorded property owner where the event will occur.	
*Include a notarized letter of permission from the owner to use such property if applicant is not the property owner	
Name	Address

Notarized letter of permission attached: Yes No N/A

SECTION IV ~ DATES AND HOURS	
Proposed dates and hours of the event.	
Dates	Hours

SECTION V ~ NUMBER OF PERSONS AND FEES	
Expected maximum number of persons intended to use the property at any one time during the event.	
<input type="checkbox"/> 0 - 4999 PERSONS ~ No Permit / No Fee <ul style="list-style-type: none"> A promoter must comply with all regulations as required by County or State Health Departments. In addition, the promoter must contact the Wyoming County Sheriff and Office of Emergency Services to ensure safety issues are adequately addressed. 	
<input type="checkbox"/> 5000 - 9999 PERSONS ~ Permit Required <ul style="list-style-type: none"> A non-refundable application fee of \$200.00. A promoter will be required to meet the necessary requirements of the permit application and provide Proof of Insurance. 	
<input type="checkbox"/> 10,000 - 24,999 PERSONS ~ Permit and Fee Required <ul style="list-style-type: none"> A non-refundable application fee of \$400.00. A promoter will be required to meet the necessary requirements of the Permit Application and provide Proof of Insurance. 	
<input type="checkbox"/> OVER 25,000 PERSONS ~ Permit & Fee Required <ul style="list-style-type: none"> A non-refundable application fee of \$600.00. A promoter will be required to meet the necessary requirements of the Permit Application and provide Proof of Insurance and Cash Bond Surety. 	
<p>Late Charge. In the event the Application is not filed within ninety (90) days of the date of the event, a late fee, in addition to the Application Fee and in an amount equal to four (4) times thereof, shall be assessed. Upon a showing of good cause, at the discretion of the Chairman, said Late Charge may be reduced or waived.</p>	

SECTION VI ~ PARKING	
The number of automobiles expected to use the property at one time as well as a plan for the provisions for parking such vehicle.	
A. Number of automobiles expected to use property and plan for provision of parking said vehicles.	
B. Plan for provisions of parking said vehicles.	
Parking Plan Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION VII ~ PURPOSE OF FUNCTION	
Include the nature of the activities and admission fees to be charged, if any.	
Nature of Activities	Fee to be Charged
	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount: \$
	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount: \$
	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount: \$

Copy of Lease/Contract(s) Attached: Yes No **Copy to WCHD:** Yes No

SECTION VIII ~ CONCESSIONARIES, SERVICES OR FACILITIES

List names and addresses of all persons providing contract, lease or other arrangements for the event together with such contracts, leases or other arrangements. Information called for in this paragraph shall be supplied no later than seven (7) days prior to the event and submitted to the Wyoming County Health Department (WCHD).

Name	Address

Copy of Lease/Contract(s) Attached: Yes No *Copy to WCHD:* Yes No

Copy of Lease/Contract(s) Attached: Yes No *Copy to WCHD:* Yes No

SECTION IX ~ DIAGRAMS OR SIMILAR GRAPHIC DOCUMENTS

A. The size and location of any existing or proposed building, structure or other facilities to be used for the purpose of the assembly.

Diagram Attached: Yes No N/A

B. The placement of the proposed distribution system for water, including supply, storage, treatment and distribution sites, if required by local or state health codes.

Diagram Attached: Yes No N/A

C. The facilities for the preparation, storage, sale, and distribution of food, if required, by local and state health codes.

Diagram Attached: Yes No N/A

D. The location of and access to any parking areas and the means that will be used to monitor and control this local traffic flow.

Diagram Attached: Yes No N/A

E. All services and other roads serving the public assembly area, food services, toilet facilities and entertainment and performance area.

Diagram Attached: Yes No N/A

SECTION X ~ HEALTH DEPARTMENT

A. Completion of Wyoming County Health Department Attachment/Checklist. All aspects of the camping area must meet the New York State Sanitary Code, Subpart 7-3 (Campgrounds), requirements.

Attachment/Checklist Attached: Yes No N/A

SECTION XI ~ SECURITY/PUBLIC SAFETY

A. A detailed plan and statement fully describing any private security personnel who will be engaged by the applicant to serve on or about the site.

Plan Attached: Yes No N/A

B. A detailed plan and statement providing for fire protection, specifying the location of fire lanes, water supply and equipment or apparatus to be available for such purposes is necessary. This will include a statement from the Officer in Charge of the Fire Department providing this service that arrangements will be made to adequately protect the residents of their district while they are committed to this event.

Plan Attached: Yes No N/A

C. A detailed plan and statement specifying the all facilities must be made available to Emergency Medical Services at the public assembly. This will include location of crews, ambulances that will be available at the location, preparations to bring additional ambulances to the scene if needed, name and address of the doctor that will be in attendance, if any. This will include a statement from the Officer in Charge of the Emergency Medical Services Agency that arrangements will be made to adequately protect the residents of their district while they are committed to this event. All Emergency Medical Service Agencies involved will hold a valid Certificate of Need that would allow them to provide service within Wyoming County and transport to and receive Medical Control from Wyoming County Community Hospital.

Plan Attached: Yes No N/A

D. All permit approvals from Wyoming County Code Enforcement Officer as required under Chapter 24 of the New York State Fire Code and Title 19 NYCRR including, but not limited to, tents; canopies; membrane structures; stages; platforms and pyrotechnics.

Approvals Attached: Yes No N/A

SECTION XII ~ ADVERTISING

A. The applicant will specify in all advertising and promotional endeavors the limitation on the number of tickets to be sold or otherwise issued as specified in the permit.

Agreed: Yes No N/A

B. The applicant also agrees that all tickets will be numbered, and that no other means will be used to grant admission to the site.

Agreed: Yes No N/A

C. Methods of entering the area, number and location of ticket booths and entrances, and provision for keeping persons without tickets from the area.

Plan/Map Attached: Yes No N/A

SECTION XIII ~ NOTIFICATION TO COUNTY

The information required of an applicant for a permit under this Application is for the sole purpose of providing notification to the County of Wyoming and to any other municipal subdivision impacted by the permitted event of the arrangements made by the sponsor or promoter for financing, sanitation, security, parking and the other information required in this Application so as to inform the County of Wyoming regarding the character and nature of the permitted event. Issuance of a permit under this Application does not constitute the County of Wyoming's assumption of responsibility for maintaining the services for which information is required as part of the Application.

SECTION XIV ~ INSURANCE AND BOND REQUIREMENTS

For events involving more than 5,000 persons but less than 7,500 persons, no permit shall be issued unless the applicant can furnish to the Chairman of the Board of the Wyoming County Board of Supervisors a Certificate of Insurance showing evidence of insurance coverage as follows and a copy of the policy endorsement showing the County of Wyoming and the Town or Village in which the event is held, named as an additional insured.

Bodily Injury and Property Damage Combined

<u>Each Occurrence</u>	<u>Aggregate</u>
\$1,000,000.00	\$2,000,000.00

- The Certificate of Insurance shall provide no less than thirty (30) days notice of cancellation or non-renewal of the insurance coverage.
- All Insurance and Bonds shall be written with an Insurance Carrier licensed by the State of New York Insurance Department to conduct business in the State of New York and have an A.M. Best Company rating of A or better.
- The County of Wyoming and Town and/or Village in which the event is to be held shall be named as an Additional Insured on a primary and noncontributory basis on all policies.
- Waiver of Subrogation is required on all policies.
- All Certificates of Insurance must be signed by a licensed agent or authorized representative of the insurance carrier. A broker signature is not acceptable.

For events involving 7,500 or more persons, the limits of insurance shall be established by the Chairman of the Board of the Wyoming County Board of Supervisors and shall not exceed the following limits. No permit shall be issued unless the applicant can furnish to the Chairman of the Board of the Wyoming County Board of Supervisors a Certificate of Insurance showing evidence of insurance coverage as follows and a copy of the policy endorsement showing the County of Wyoming and the Town or Village in which the event is held, named as an additional insured.

Bodily Injury and Property Damage Combined

<u>Each Occurrence</u>	<u>Aggregate</u>
\$5,000,000.00	\$10,000,000.00

- The Certificate of Insurance shall provide no less than thirty (30) days' notice of cancellation or non-renewal of the insurance coverage.
- All Insurance and Bonds shall be written with an Insurance Carrier licensed by the State of New York Insurance Department to conduct business in the State of New York and have an A.M. Best Company rating of A or better.
- The County of Wyoming and Town and/or Village in which the event is to be held shall be named as an Additional Insured on a primary and noncontributory basis on all policies.
- Waiver of Subrogation is required on all policies.
- All Certificates of Insurance must be signed by a licensed agent or authorized representative of the insurance carrier. A broker signature is not acceptable.
- For events involving 7,500 or more persons, no permit shall be issued unless the applicant shall deposit with the Chairman of the Board of the Wyoming County Board of Supervisors cash or good surety company bond in a sum not less than \$10,000.00. The Chairman of the Board of the Wyoming County Board of Supervisors may reasonably require and condition that all requirements of an issued permit be fully performed by the applicant, that no damage will be done to any public or private property and that the applicant will not permit any litter, debris or other refuse.

