

*The Village of Hammondsport*  
18 Water Street, PO Box 425  
Hammondsport, NY 14840  
(607) 569-3700

**Application for Use of Public Park and/or Street**

Event Name: \_\_\_\_\_

Sponsor Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant / Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Area to be Used: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Describe Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ # of Persons Attending: \_\_\_\_\_

*Please be aware that your sponsor group is responsible for obtaining the following, should they apply to your function:*

- |                    |                         |  |
|--------------------|-------------------------|--|
| _____ Electric     | _____ Traffic Control   | _____ Parking Restrictions             |
| _____ Barricades   | _____ Additional Police | _____ Street Closing                   |
| _____ Port-a-Johns | _____ Signs             | _____ Trash Receptacles & Trash Pickup |

**Staking into the ground is not allowed in the Village Square.** This will necessitate other methods than staking to secure things down such as tents, or fences. Please be aware, that should any damage occur as a result of your failure to comply with these guidelines, your group will be liable for any necessary repairs. It should be further understood that all costs related to the event or use such as damage, repair, reseeding, electricity, sanitary facilities, and trash removal are the responsibility of the applicant. We ask that you leave the park in the same condition, if not better, than you found it.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Requirements**

\_\_\_\_\_ Certificate of Insurance      \_\_\_\_\_ Deposit Amount \$ \_\_\_\_\_      \_\_\_\_\_ Hold Harmless Agreement

Copies of approved applications must be filed with the DPW and Police Departments. Certificates of Insurance or other required documents must be filed with Office of Village Clerk no later than one week prior to event, or permission is revoked.

**Office Use Only**

Date Application Received: \_\_\_\_\_ Mayor Signature: \_\_\_\_\_  
Board Action: Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_