



CITY OF GLEN COVE

Building Department

EVENT PERMIT APPLICATION

APPLICATION FEE: \$150.00

REQUIREMENTS: Application Form in Full & Fee Required at least (5) Five business days prior to the event

Today's Date: _____ Date of Event: _____

Name of Sponsor Organization: _____

Property Address: _____

Name of Owner: _____

Owner Phone Number: _____ Owner Email: _____

Property Type: Residential Commercial Non-Profit

APPLICANT NAME: _____ **Phone:** _____

Address: _____ **email:** _____

EVENT INFORMATION:

EVENT NAME: _____

Concert Private Party Political Campaign/Matters of Public Interest Advertising Event
Fund Raising Other _____

Source of Sound: Live Music DJ **Hours / Length of Event:** _____

Event Checklist:

Insurance Bodily Injury (\$400,000 – One Person)
Bodily Injury (\$1,000,000 – One Accident)
Property Damage (\$100,000 – One Accident)

Department of Health (Food Service)

Building Permit (If Required)

Written Permission from Property Owner

Are Tents being used on site? YES (Tent Permit will be required) NO

Mechanical Rides YES NO

APPLICANT MUST CONFORM TO ALL APPLICABLE PENAL CODES AND MUNICIPAL CHAPTER 196 (NOISE) AND SECTION 200-5 MUSIC; ALCOHOLIC BEVERAGES; OPERATING HOURS AS APPROVED ABOVE

APPLICATION CONDITIONS AND GENERAL INFORMATION

1. OCCUPANCY GUIDELINES SHOULD BE STRICTLY ADHERED TO. THE CITY OF GLEN COVE POLICE DEPARTMENT WILL MONITOR THE EVENT AND OCCUPANCY.
2. NO OPEN FLAMES, FIREWORKS, HAZARDOUS MATERIAL, TEMPORARY STRUCTURES OR RIGHT-OF-WAY USAGE WILL BE PERMITTED.
3. PUBLIC TOILET FACILITIES SHALL BE PROVIDED FOR BASED ON THE NUMBER OF OCCUPANTS ANTICIPATED. IF THE CURRENT ESTABLISHMENT REQUIRES ADDITIONAL TOILET FACILITIES, THEY MUST BE LOCATED SO THAT SAFE PASSAGE TO THEM IS ADHERED TO.
4. EACH ESTABLISHMENT IS RESPONSIBLE FOR THE ACTIONS AND CONDUCT OF ALL PARTICIPANTS, SPONSORS, PATRONS, EMPLOYEES AND ANY PERSON UNDER THE CONTROL OF A PERMITTED EVENT.
5. A CERTIFICATE OF COMMERCIAL GENERAL LIABILITY INSURANCE WITH A COMBINED SINGLE LIMIT OF \$500,000 PER OCCURRENCE MUST BE ON FILE WITH THE CITY OF GLEN COVE FOR THE ESTABLISHMENT. THE CERTIFICATE MUST NAME THE CITY OF GLEN COVE AS CERTIFICATE HOLDER AND ADDITIONALLY INSURED
6. THE ESTABLISHMENT IS TO MAKE SURE THAT THE ENTERTAINMENT EQUIPMENT AND/OR BAND DO NOT BLOCK ACCESS TO ANY EXITS EITHER INDOOR OR OUTDOOR SO THAT SAFE PASSAGE IS ADHERED TO FOR ALL PATRONS.
7. *I have read and understand the provisions above and municipal rules and regulations of the City of Glen Cove as well as the application conditions for the type of permit for which I am applying for.*

RELEASE / HOLD HARMLESS AGREEMENT

A permit issued pursuant to this application signifies only that the proposed EVENT complies with the City ordinances and regulations, and the applicant is advised that the City has not performed a risk assessment with respect to the project. In consideration of the issuance of the permit, the applicant, on behalf of him/herself and heirs and assigns, shall release, indemnify, and defend and hold the City of Glen Cove harmless from any and all damages and/or claims for damages, including reasonable attorney’s fees, arising from or in any way related to the issuing of a permit pursuant to this application.

I HEREBY CERTIFY that this application is a true representation of all facts concerning the proposed event activity. This application is made with my approval as Owner or Authorized Agent for the Owner, as evidenced by my signature below. FOR THE DURATION OF THE PERMIT, IF ISSUED, I ASSUME LEGAL RESPONSIBILITY FOR ANY AND ALL VIOLATIONS OF THE CITY OF GLEN COVE CODES AND ORDINANCES AS WELL AS PERMIT CONDITIONS ON THE PROPERTY DESCRIBED ABOVE.

I have read and complied with the submission requirements and affirm that all statements contained herein are true and accurate.

APPLICANT SIGNATURE

PRINT NAME

DATE

OWNER SIGNATURE

PRINT NAME

DATE