

# CITY OF KINGSTON

Steven T. Noble  
Mayor



Elisa Tinti  
City Clerk

City Hall • 420 Broadway • Kingston, New York 12401

(845)334-3902 • Fax (845)334-3904 • [www.kingston-ny.gov](http://www.kingston-ny.gov)

## CITY OF KINGSTON SPECIAL EVENT APPLICATION

If you are planning an event in the City of Kingston, please complete and submit the following application with proof of Liability Insurance.  
**Applications are required to be submitted a minimum of 30 days prior to the event**, with \$40 application fee payable to City of Kingston.

NAME OF EVENT: \_\_\_\_\_ DATE(S) OF EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

HOURS: \_\_\_\_\_ SET-UP: \_\_\_\_\_ BREAKDOWN: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

OPEN TO THE PUBLIC: YES NO ALCOHOL: YES NO (If yes, contact NYS Liquor Authority)

STREET CLOSURE: YES NO (If Yes, please complete the Street Closure Permit and provide a Detour Plan)

PARKING RESTRICTIONS: YES NO (If Yes, fees may apply)

AMPLIFIED SOUND: YES NO (If yes, Noise Permit may be required. Please contact Planning Office)

FOOD VENDORS: YES NO MERCHANDISE VENDORS: YES NO **(Each vendor must complete a Vendor Application)**

HOST/ORGANIZATION: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

EVENT COORDINATOR: \_\_\_\_\_ EMAIL: \_\_\_\_\_

24 HR EMERGENCY CONTACT: \_\_\_\_\_ 24 HR EMERGENCY PHONE: \_\_\_\_\_

- NOTE: This application is not a permit and does not constitute an automatic approval. You are encouraged NOT to promote or make any additional arrangements for your event until you have received an approved permit for your event.

**Please remit a \$40 check or money order made payable to City of Kingston with your completed application.**

Application must be submitted to: Special Events, Mayor's Office, 420 Broadway, Kingston, NY 12401

- NOTE: Requests do not constitute an automatic approval.

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## **Special Event Application Instructions**

**Application**—No person, firm or organization, shall close a street or hold an event on any street, roadway, thoroughfare or sidewalk in the City of Kingston without obtaining a permit from the City of Kingston. Applicant must submit at least thirty days prior to commencement of event a fully completed Special Event Application to the City Clerk.

**Banners**— Placement of banners in our Downtown or Academy Green locations is \$50 per week, with a limit of 2 weeks.

**Insurance Requirements**—Applications for public events must be accompanied by proof of liability insurance in the amount of \$1,000,000 (one million) listing the City of Kingston as an additional insured, indemnifying the city against any and all claims, demands, actions or causes of action in any way connected with or growing out of the closure of streets in conjunction with the event.

**Approval**—The Superintendent of Public Works or his designee reserves the right to deny the closure of any street. The Chief of Police or his designee reserves the right to deny any parade or event affecting the safety of City residents. **If the City determines that Police Officers will be required for the safety of your event, personnel fees may apply.**

**Detours**—Street Closure applications must include a detailed Detour Plan. The cost of a detour plan is determined by the size of the detour, as follows: 1-5 Roads/Intersections \$50; 6-10 Roads/Intersections \$100; 11 or more Roads/Intersections \$150. Barricades, signs, lights and other approved safety devices shall be displayed at street closures in accordance with the NYS or Federal Manual of Uniform Traffic Control Devices and approved detours shall be established. **Applicants will be responsible for the placement of barricades at least one hour prior to commencement of event and removal of barricades immediately after event concludes.** The Mayor, Superintendent of Public Works, Chief of Police or other safety officials may recommend the closing of additional streets, avenues or highways for any portion of the event. **It will be the responsibility of the applicant to follow all guidelines for traffic control on these additional street and to notify the public of street closures and distribution of flyers or letters to residents/businesses affected by the closure.**

**Parking**—If suspension of parking regulations will be required for said event, an Executive Order may be issued by the Mayor's Office. Parking fees may apply, as follows: On-street metered areas \$50/space; Off-street metered areas \$25/space; On-street non-metered areas \$100/event; Off-street non-metered areas \$100/event.

**Vendors**—**If food and/or merchandise vendors will be participating, a vendor application (attached), insurance certificate and \$50 fee must be submitted for each, individual vendor** (unless a vendor possesses a current, Annual City of Kingston Vending License) Applicant is responsible for filing/verification of all licensing requirements, including but not limited to County Health Department permits, NYS Liquor Licensing, etc.

**Refuse**—Applicant is required to provide both refuse and recycling receptacles for events where trash is generated. The City will supply these upon request at a cost of \$25 per tote.

**Notifying Neighbors**— By signing this document you acknowledge that you have notified all neighboring residents and/or businesses of your planned event prior to submitting this application.

I \_\_\_\_\_ confirm that I have read and agree to the terms and conditions stated above.

Applicant Name

Signature

Date

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## City of Kingston Event Vendor Application

If food and/or merchandise vendors will be participating, a vendor application and \$50 fee must be submitted for each vendor

Name of Vendor: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

1. If applicant is employed list name and address of employer. Also list credentials establishing relationship  
\_\_\_\_\_
2. Applicant's drivers license # as issued by NYS Department of Motor Vehicle \_\_\_\_\_
3. If applicant proposes to operate a vehicle in connection with vending please describe applicable below :  
Cart \_\_\_\_\_ License # or other identification \_\_\_\_\_  
Vehicle \_\_\_\_\_ License # or other identification \_\_\_\_\_  
Other \_\_\_\_\_ License # or other identification \_\_\_\_\_
4. Description of goods, wares and merchandise desired to sell or the type of service applicant desires to perform and method of distribution. \_\_\_\_\_  
\_\_\_\_\_
5. If the applicant is a corporation or association, the name address and title of the officer upon whom process or other legal notice may be served: \_\_\_\_\_
6. New York State sales tax identification number or social security #: \_\_\_\_\_
7. It is the responsibility of the vendor to secure approval from the Ulster County Health Department to serve or sell food
8. No Alcohol may be served or sold without proper licensing through the New York State Liquor Authority
9. A certificate of liability insurance in the amount of \$1,000,000 (one million) listing the City of Kingston as an additional insured must accompany this application.

### **HOLD HARMLESS AGREEMENT (PURSUANT TO SECTION 61-5(F) OF THE CITY OF KINGSTON CODE**

It is hereby agreed and understood by and between \_\_\_\_\_, hereinafter referred to as "Vendor", and the City of Kingston, hereinafter referred to as the "City" that the "Vendor" or heirs, executors, administrators, successors and assigns agrees to hold harmless and indemnify the "City" from all actions cause of actions, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgements, extent, executions, claims, and demands whatsoever in law, admiralty or equity arising out of the "Vendor's" business within the City of Kingston.

Vendor Applicant (print name) \_\_\_\_\_

Vendor Applicant Signature \_\_\_\_\_

Dated: \_\_\_\_\_ day of \_\_\_\_\_ month, \_\_\_\_\_ year

The issuance of a "Vendor Permit" does not guarantee you a particular space. The City of Kingston and other groups, sponsor events in various locations throughout the City. It may be necessary for you to move your vending operation during these events if said operation interferes with the event.

Vendor Applicant (print name) \_\_\_\_\_

Vendor Applicant Signature \_\_\_\_\_

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## City of Kingston Parade Permit Application

Event Name: \_\_\_\_\_ Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Step Off Time: \_\_\_\_\_

From Street: \_\_\_\_\_ To Street: \_\_\_\_\_

Marchers or the parade shall proceed in columns of \_\_\_\_\_

Additional Information: \_\_\_\_\_

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### **Please submit the following information with signed application:**

- Written list of parade/run route
- Written plan for security at all intersections along route
- A detour plan around parade route, including placement of barricades and signage

### **Please Note The Following Requirements:**

Payment due two weeks prior to event for police services. (Amount to be determined by City of Kingston)

Parade shall not interfere with the orderly movement of traffic or pedestrians

Shall proceed on the extreme right of roadway to permit free flow of traffic moving in the opposite direction

Shall do nothing to incite riot, disorderly conduct or trouble of any kind

Shall conduct themselves as orderly citizens of the United States of America

Red lights or sirens shall not be permitted

**\*A violation of any part of the preceding provisions shall make this permit null and void and shall also affect the decision of the Kingston Police Department on the application of future requests for a permit**

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## City of Kingston Street Closure Application

No person, firm or organization, shall close a street or hold an event on any street, roadway, thoroughfare or sidewalk in the City of Kingston without obtaining a permit from the City of Kingston.

The Superintendent of Public Works or his designee reserves the right to deny the closure of any street.

Applicant Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

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

Event Times: \_\_\_\_\_

Street(s) to be closed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Closure: \_\_\_\_\_

\_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

**A Detour Plan, indicating placement of barricades and detour signage is required.** The cost of the detour plan is as follows: 1-5 Roads/Intersections \$50; 6-10 Roads/Intersections \$100; 11 or more Roads/Intersections \$150. You may contact the Department of Public Works for assistance at 845-331-0682.

**Applicants are responsible for the placement of barricades and signage at all street closure sites.** All barricades and signage must be in place at least one hour prior to commencement of event and removed immediately after event concludes.

**Block Parties must submit signatures from 75% of neighbors affected by the street closure.**

**Rental of refuse/recycling totes is \$25 per tote.**

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## City of Kingston Parking Requests

No person, firm or organization, shall reserve parking spaces on any street, roadway, or municipal lot in the City of Kingston without obtaining a permit from the City of Kingston.

**Please be advised that fees may apply for reserving parking.**

**The Superintendent of Public Works or his designee reserves the right to deny the reserving of parking.**

Applicant Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

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

Event Times: \_\_\_\_\_

Total number of parking spaces/meters: \_\_\_\_\_

(Note: some meters are “doubled meters” and hold two spaces)

Locations to be reserved (use meter numbers if possible):

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If available, attach images and/or maps, highlighting the designated areas.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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





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## Special Event Application Checklist

Please initial to verify that the following have been included with your application.

- \_\_\_\_\_ *Completed Application*
- \_\_\_\_\_ *\$40 Application Fee*
- \_\_\_\_\_ *I have notified neighboring residents and businesses about my Special Event*
- \_\_\_\_\_ *Vendor Applications, Certificate of Liability Insurance, and \$50 fees (For each, individual food or merchandise vendor)*
- \_\_\_\_\_ *Parade Permit Application*
- \_\_\_\_\_ *Street Closure Application*
- \_\_\_\_\_ *Parking Restrictions Application*
- \_\_\_\_\_ *Block Party Petition*
- \_\_\_\_\_ *Certificate of Liability Insurance for \$1,000,000 issued to: City of Kingston, 420 Broadway, Kingston, NY 12401; listing City of Kingston as additionally insured.*

### FOR CITY OF KINGSTON USE ONLY

DPW APPROVAL OF STREET CLOSURE YES \_\_\_\_\_ NO \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

KPD APPROVAL OF STREET CLOSURE/PARADE PERMIT YES \_\_\_\_\_ NO \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

CITY CLERK APPROVAL OF VENDOR PERMIT YES \_\_\_\_\_ NO \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

APPLICATION FEE (SUBMITTED WITH APPLICATION) \$40.00

POLICE PERSONNEL SERVICES \$ \_\_\_\_\_

DPW PERSONNEL/ SERVICES \$ \_\_\_\_\_

CITIBUS PERSONNEL/SERVICES \$ \_\_\_\_\_

PARKING FEES \$ \_\_\_\_\_

TOTE FEE (\$25 PER TOTE) \$ \_\_\_\_\_

STREET CLOSURE DETOUR PLAN \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_