

CITY OF KINGSTON
Office of Economic and Community Development
brobinson@kingston-ny.gov

Brenna L. Robinson, Director



Steven T. Noble, Mayor

Rondout Youth Programming Application Instructions

Due Date - Applications are due Wednesday, May 1, 2019, 4:00 p.m. local time at the Office of Economic and Community Development.

Public input and comments – will be received at a community engagement meeting Thursday, May 9, 2019, 7:00 p.m. local time, Kingston City Hall, 420 Broadway, Council Chambers.

Events/Programs – must be held or completed by 12/31/2019 and may be one day or multiple days. Events or programs may be held indoors or outdoors. Any individual or organization not employed by, a director or trustee of, or otherwise affiliated with, the proposed indoor venue must include a signed agreement with said facility with approved dates & times with this application. Outdoor programs or events conducted on City property must submit any and all relevant documents accessed on the City's website [https://www.kingston-ny.gov/filestorage/8463/10792/26341/Special Event Application 2019.pdf](https://www.kingston-ny.gov/filestorage/8463/10792/26341/Special%20Event%20Application%202019.pdf)

Grant Funds – will be disbursed 50% upon application approval and remainder at the start of the event/program.

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 a fully completed Special Event Application to the City Clerk.

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

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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 streets 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. The applicant can include this \$25 fee in the funding request.

Vendors—If food and/or merchandise vendors will be participating, a vendor application (attached), insurance certificate and \$40 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 \$20 per tote.

Other Equipment—The City of Kingston does not provide portable bathroom facilities, tents, chairs, tables, stages or amplified sound equipment.

Attribution – All signage, advertisements, and public service announcements must include the following: *“Funding provided by City of Kingston Participatory Budgeting Fund”*

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

(Print Name)

(Signature)

(Date)

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Attribution – All signage, advertisements, and public service announcements must include the following: *“Funding provided by City of Kingston Participatory Budgeting Fund”*

Fees – fees imposed by the City (e.g., Special Event Application, parking, refuse) may be included in the funding request.

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

(Print Name)

(Signature)

(Date)

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If you are applying for funds to conduct a youth-based program or event in the Rondout District in the City of Kingston, please complete and submit the following application. **Applications are due Wednesday, May 1, 2019, 3:00 p.m. local time at the Office of Economic and Community Development.**

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

IS THIS A 501(c)(3)? _____ FEDERAL ID #/SSN _____

CONTACT PERSON: _____ EMAIL: _____

PHONE (CELL # FOR CONTACT ON DAY OF EVENT): _____

ARE THESE FUNDS FOR A PROGRAM OR EVENT? _____ AGE(S) OF ATTENDEES: _____

NAME OF EVENT/PROGRAM: _____

DAY(S)/DATE(S) OF EVENT/PROGRAM: _____

LOCATION OF EVENT/PROGRAM: _____

ADMISSION/TUITION COST: \$ _____ WILL SCHOLARSHIPS BE AVAILABLE? _____

WILL REGISTRATION BE REQUIRED? _____ IF YES, PLEASE ATTACH A COPY OF THE REGISTRATION APPLICATION

HOURS: Start _____ End: _____ ESTIMATED ATTENDANCE: _____ OPEN TO THE PUBLIC: YES NO

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)**

HOW WILL YOU MARKET THIS EVENT/PROGRAM? _____

IF FUNDED BY OUR OFFICE, HOW WILL YOU ATTRIBUTE OUR FUNDING? _____

HOW OFTEN DO YOU EXPECT THIS EVENT/PROGRAM TO RUN (i.e., bi-annually, annually, or one-time only)? _____

WHAT IS THE MISSION OR OBJECTIVE OF THE PROGRAM? _____

HOW WILL YOU MEASURE THE EVENT'S/PROGRAM'S SUCCESS? _____

TOTAL COST OF PROGRAM/EVENT: \$ _____ FUNDING REQUEST: \$ _____

PLEASE COMPLETE AND SUBMIT YOUR BUDGET FOR THIS PROGRAM/EVENT ON THE FOLLOWING PAGE.

City of Kingston Participatory Budget - Rondout Youth Programs

Organization: _____

Amount Requested: _____

Revenue

Revenue Itemize (e.g., registration fees)	Applicant's Contribution	City of Kingston	Identify Revenue Source	Identify Revenue Source	Total Revenue
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
Total Revenue	\$	\$	\$	\$	\$

Expenses

Expenses Itemize (e.g., materials, supplies):	Applicant's Contribution	City of Kingston	Grant #2	Grant #3	Total Expenses
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total Expenses	\$	\$	\$	\$	\$

Surplus (Deficit) \$

Approved: _____

(Community Development Participatory Budget Committee Chair)

Date: _____