

**TOWN OF POUGHKEEPSIE PERMIT & APPLICATION 2020
LICENSING OF "OUTDOOR" CIRCUSES, CARNIVALS, FLEA MARKET, CAR SHOWS / EVENTS**

NAME: _____

ADDRESS: _____

PHONE NO. _____

NAME & TYPE OF EVENT _____

FOR ORGANIZATION? YES _____ NO _____

FOR PERSONAL PROFIT? YES _____ NO _____ AS NON-PROFIT YES _____ NO _____

NAME OF ORGANIZATION _____

DATE OF EVENT(S) _____ RAIN DATE(S) _____ TIME _____

LOCATION OF EVENT _____

OWNER OF PROPERTY _____

Has property owner granted permission? If so, please attach documentation _____ YES _____ NO

PLEASE CHECK YES OR NO IF APPLICABLE:

Contacted State, County or Town Highway Dept. for approval, if needed? _____ YES _____ NO

Has Fire Inspector inspected tent, if used? _____ YES _____ NO

Has Public Assembly License been issued by the Building Department? _____ YES _____ NO

Has Electrical Permit been issued by the Building Department? _____ YES _____ NO

Have you contacted Police Dept. & Highway Dept. if barriers are required? _____ YES _____ NO

Have you provided a copy of the Surety Bond? _____ YES _____ NO

OR Provided a copy of Certificate of Liability Insurance exempting Town
from liability? _____ YES _____ NO

Contacted Central Hudson and/or Telephone Co. for approval to use poles: _____ YES _____ NO

(OVER)

LICENSING APPLICATION

AN APPLICATION FEE OF \$75.00 AND A FEE OF \$300.00 PER OCCASION (TWO CONSECUTIVE DAYS) EXCEPT THAT FLEA MARKETS SHALL BE \$150 .00 PER DAY MUST ACCOMPANY THIS APPLICATION. ALSO, A CERTIFICATE OF LIABILITY INSURANCE IN FAVOR OF THE TOWN OF POUGHKEEPSIE INSURING THE TOWN AGAINST ANY CLAIM FOR LIABILITY, IN THE SUM OF \$1,000,000 PER OCCURRENCE SHOULD BE INCLUDED WITH THIS APPLICATION.

####The Town Clerk may grant such licenses free of charge to any association, society, membership corporation of a charitable or educational nature or to any veterans, firematic or religious organization or to any other worthy association or society, having headquarters within the Town of Poughkeepsie or any city or town adjacent thereto when such clerk is provided with adequate proof by an affidavit filed with the Town Clerk, with the application for such license, that said society, association or organization is to receive the proceeds from such event.####

**RETURN APPLICATION TO: FELICIA SALVATORE, TOWN CLERK
TOWN OF POUGHKEEPSIE
1 OVEROCKER ROAD
POUGHKEEPSIE, NEW YORK 12603
(845) 485 -3620
(845) 485-8583 (FAX)**

DATE

SIGNATURE OF APPLICANT