

William A. McInerney  
City Clerk  
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Office of the City Clerk

**SPECIAL EVENTS  
PERMIT**

**CHECK BOX FOR EVENT BELOW:**

**BLOCK PARTY**

**STREET FESTIVAL**

**PARADE**

**OTHER EVENT**

**Explain:** \_\_\_\_\_

**DATE of EVENT:** \_\_\_\_\_ **HOURS From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**ESTIMATED NUMBER OF PARTICIPANTS:** \_\_\_\_\_

**EVENT COORDINATOR**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SPONSORING ORGANIZATION:** \_\_\_\_\_

**ADDRESS OF ORGANIZATION:** \_\_\_\_\_

**Area to be Blocked, Festival Location or Parade Route:** (Please attach additional paperwork if necessary)

\_\_\_\_\_  
\_\_\_\_\_

**NAME OF INSURANCE CARRIER FOR ORGANIZATION:** \_\_\_\_\_

**(\*\*\*NOTE: A copy of the liability insurance policy MUST be attached)**

**WILL THERE BE VENDORS? YES**  **If Yes, Approximate #** \_\_\_\_\_ **NO**

For every vendor wishing to participate in a special event a ONE DAY VENDOR'S PERMIT APPLICATION must be submitted either with the Special Event's permit application or separately within 10 business days prior to the event. Applications are available at [www.troyny.gov](http://www.troyny.gov) or at the City Clerk's Office. NOTE: THIS IS NOT THE SAME AS A YEARLY VENDOR'S LICENSE. IT WILL BE THE RESPONSIBILITY OF THE EVENT COORDINATOR TO MAKE SURE ALL VENDOR'S WISHING TO PARTICIPATE HAVE THE NECESSARY PAPERWORK SUBMITTED TO THE CITY CLERK'S OFFICE.

I Hereby request permission to conduct a Special Event at the date, time and location noted above.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHIEF OF POLICE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DPW COMMISSIONER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FIRE CHIEF:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

William A. McInerney, City Clerk

Seal

\_\_\_\_\_

**DATE:** \_\_\_\_\_

Revised 01-13-2010