

SPECIAL EVENT PERMIT



1. INSURANCE REQUIREMENTS: A Certificate of Insurance must be submitted with the application. As required by City Code §2-14, you must carry public liability, bodily injury, and property damage insurance which covers the property to be used and names the City of Troy as an additional insured. It must show liability coverage as follows:

Comprehensive General Liability

Each Occurrence	\$1,000,000
Aggregate	\$2,000,000
Products and Completed Operations	\$1,000,000
Products and Completed Operations Aggregate	\$2,000,000
Advertising and Personal Injury Liability	\$1,000,000

If alcoholic beverages are served or sold, add:

Liquor Liability	\$1,000,000
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Depending on the size and type of event, the City of Troy may also require:

Umbrella Liability	\$1,000,000 to \$5,000,000
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2. ALCOHOL SALES/CONSUMPTION ON CITY PROPERTY: In order to serve, sell, or consume alcohol on City property, you must get a permit from the New York State Liquor Authority (<https://sla.ny.gov/permits-available-online>). As part of your NYS SLA permit application, you will need a permission letter and waiver of the open container law from the Deputy Mayor. These will not be provided until your Special Event Permit has been approved.

3. FOOD PERMITS: Anyone who is preparing, processing, or cooking food on site must hold a Mobile Food Vendor Permit or One-Day Food Vendor permit from the Rensselaer County Department of Health. They can be reached at 518-270-2711 or 518-270-2655, or via email at mgwynn@rensco.com.

4. ONE DAY EVENT VENDORS: Vendors, musicians, and other participating businesses or organizations should submit a One-Day Event Vendor application to join your event. If a business has a brick-and-mortar store in Troy or operates at other events such as the Farmers Market or BID events, it still needs to submit a One-Day Event Vendor Permit application to participate in your event. Only businesses who hold a current 6- or 12-month Vendor's Permit from the City Clerk's office are exempt from this requirement. If other businesses or organizations are tabling at your event, you may elect to cover them under your permit and insurance. In that case, they must be named as additional insured, along with the City of Troy, on your Certificate of Insurance. One Day Event Vendor applications may be submitted separately.

5. FIRE/EMS COVERAGE: If anticipated attendance is greater than 5,000 people, NYS law requires Fire/EMS coverage and a NYS Part 18 Permit. The application can be found at: <https://www.health.ny.gov/forms/doh-44.pdf>

6. LAYOUT & MAP: If your event includes vendors, tents, stages, portable toilets, or other equipment, you must provide a detailed layout, including all measurements. If necessary, the Fire Chief will review to ensure there is adequate access for emergency vehicles.

QUESTIONS? Contact the City Clerk's office at cityclerk@troyny.gov or 518-279-7134.

Office of the City Clerk
433 River St, Suite 5001
Troy, NY 12180
Phone: 518-279-7134
cityclerk@troyny.gov



SPECIAL EVENT
PERMIT

Submit complete application at least 14 days prior to your event. Application will not be processed until all documents have been submitted. Include the following:

- 1) Background check form for the primary contact person.
- 2) Certificate of Insurance naming City of Troy as additional insured.
- 3) Map of the location and detailed layout if necessary.
- 4) List of vendors, musicians, and other participating businesses or organizations.
- 5) \$20 or \$50 processing fee (cash, check, or money order). Based on your organization.

Contact Person:	
Phone #:	Email:
Mailing Address:	
On-Site Contact on Event Day, if different:	
Cell Phone #:	
Sponsoring Organization (if applicable):	
Address of Organization:	
Name of Event:	
Date(s) of Event:	Event Start/End Times:
Set-Up Date:	Set-Up Time:
Breakdown Date:	Breakdown Time:
Select one: <input type="checkbox"/> Free/Open to Public <input type="checkbox"/> Ticketed Event <input type="checkbox"/> Private Event	
Select one: <input type="checkbox"/> One-Time Event <input type="checkbox"/> Annual/Recurring: when was event last held? _____	
Select one: <input type="checkbox"/> Procession/March/Parade <input type="checkbox"/> Run/Walk/Cycle <input type="checkbox"/> Festival/Fair <input type="checkbox"/> Block Party <input type="checkbox"/> Concert/Performing Arts <input type="checkbox"/> Film/Video Shoot <input type="checkbox"/> Other event	
Description of Event:	
Location Requested (attach map):	
Estimated Attendance (Crowd Size):	

Please describe how the event area will be cleaned and restored:

Will Alcohol Be Served? No Yes (NYSLA permit required, see page 1.)

Will Food Be Served? No Yes (Anyone who is preparing, processing, or cooking food on site must have a permit from the Rensselaer County Department of Health; see page 1.)

Will there be vendors or other participating organizations/businesses? No Yes (All vendors/organizations/businesses setting up on City property should submit One-Day Event Vendor Permit applications; see page 1.)

In case of inclement weather, this event will be: rain or shine event cancelled
 relocated to _____

City Equipment and Services Requested (applicant is responsible for all fees incurred):

- Barricades (Metal-Bike Rack Style; 8 feet long) # of barricades needed: _____
- Street Cleaning. Please specify before after both
- Trash / Recycling Pickup. Please specify before after both
- Trash Bins, if yes, amount given will be based on event size (one recycling bin will be provided for each trash bin)
- Electrical Power, Electrical Drops Needed: _____
- Small Stage, two available (6' x 8' x ~1') (Free) Large Stage (10' x 30'x~3') (**\$175 to rent**)

Will this event require parking restrictions (no parking signs posted/car towed)? No Yes

Describe area, including streets and addresses, where parking will be restricted:

Will this event require traffic control or road closures? No Yes

Description of traffic control or road closures requested:

Will this event require crowd control from Troy police? No Yes

Description of crowd control requested:

Will this event require Troy Fire Dept. EMS coverage? No Yes (NYS Part 18 permit required; see page 1.) NYS law requires EMS coverage if expected attendance is greater than 5,000 people. Billing period begins half an hour before on-site time and ends half an hour after leaving scene.

Privately Supplied Equipment

Amplified Sound. No electronic amplification may be used before 10 am or after 10 pm.

Vendor/Contractor Name & Phone #:

Make sure to adhere to City Code 201-3 Unnecessary or unreasonable noised prohibited.

Stages, describe:

Quantity: Sizes:

Vendor/Contractor Name & Phone #:

Tents/Canopies, describe (no stakes, only weights can be used to secure):

Quantity: Sizes:

Vendor/Contractor Name & Phone #:

Portable toilets

Quantity: Location(s):

Vendor/Contractor Name & Phone #:

By signing and submitting this Special Events Application, the applicant and/or sponsoring organization agrees to indemnify, defend and hold harmless the City of Troy, its officers, employees, and agents from and against any and all losses, costs (including but not limited to, litigation costs and attorney fees), claims, suits, actions, damages, liability, and expenses occasioned wholly or in part by the event applicant/sponsor's act, omission, negligence, or fault, or the act, omission, negligence, fault of the event applicant/sponsor's agents, subcontractors, suppliers, vendors, employees, or servants in connection with the permit.

Event organizers shall keep and hold harmless the City, its officers, employees, and agents for any and all claims, damages, and liability of any kind whatsoever relative to or arising out of the use of City property.

The applicant and/or sponsoring organization further agrees to pay all costs incurred for City services rendered for each event. Special event cancellations or cancellation of requested services, or changes to event or requested services, must be made in writing ten days prior to the event. Failure to provide advance written notice may result in the sponsor(s) being required to reimburse the City of Troy for the previously agreed-upon services.

Authorized Signature:

Date:

Office Use Only	
Commissioner of GS:	Date:
Deputy Mayor:	Date:
Chief of Police:	Date:
(seal)	City Clerk:

2025 Special Event/Film Permit Fees

Application Fee	\$20.00	\$50.00
Usage Fees (contact City Clerks office for Powers and Prospect Park)		
	Resident /Troy Non-Profit Organization	Non-Resident / Commercial Organization
Service Fees	All fees will be based on hours worked and staff needed	
Police/Public Safety	Troy Police Department will assess event and inform applicant of number of officers required and total fee.	Same as 
Fire/Emergency Services	Troy Fire Department will assess event and calculate fee.	
DPW Services	Commissioner of General Services will assess event and calculate fee.	
Trash Bins	Will be included in DPW Assessment	
Recycling Bins	Free	

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BACKGROUND CHECK AUTHORIZATION

Special Event Coordinator Peddler* Games of Chance/Bingo
 One-Day Event Vendor Vendor*

*Fingerprinting is required every time you apply for a Vendor or Peddler permit. Contact L1 Enrollment Services at 877-472-6915 or www.L1enrollment.com and use ORI#NY0410201. There is a charge for this service; make payment directly to L1.

Full Legal Name:			
Address:			
Date of Birth:		Social Security #:	
List any and all other names you have ever used:			
List all nicknames you have ever used:			
List in reverse chronological order all of the places you have resided in the past ten years:			
Street # and Name	City or Town	State/Province	Country
Have you ever been convicted of a crime? If yes, explain:			
<p>I hereby give the City of Troy and its agents permission to conduct a criminal background check regarding my past history. This background check includes, but is not limited to, a records check to determine whether I have ever been convicted of any crime or have a criminal record. Giving false statements on this application will result in immediate disqualification for the permit or license for which I have applied. I declare under penalty of perjury that the statements made herein are true and correct to the best of my knowledge, information, and belief.</p>			
Signature:		Date:	

I hereby give the City of Troy and its agents permission to conduct a criminal background check regarding my past history. This background check includes, but is not limited to, a records check to determine whether I have ever been convicted of any crime or have a criminal record. Giving false statements on this application will result in immediate disqualification for the permit or license for which I have applied. I declare under penalty of perjury that the statements made herein are true and correct to the best of my knowledge, information, and belief.

Signature:

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Fingerprint review: Approved Denied

Signature

Date