

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

Depending on the size and type of event, the City of Troy may also require:
Umbrella Liability \$1,000,000 to \$5,000,000

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@renesco.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



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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 processing fee (cash, check, or money order). You will be billed separately for any additional fees that are incurred for City services.

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? <input type="checkbox"/> No <input type="checkbox"/> Yes (NYSLA permit required, see page 1.)
Will Food Be Served? <input type="checkbox"/> No <input type="checkbox"/> 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? <input type="checkbox"/> No <input type="checkbox"/> 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: <input type="checkbox"/> rain or shine event <input type="checkbox"/> cancelled <input type="checkbox"/> relocated to _____
City Equipment and Services Requested (applicant is responsible for all fees incurred): <input type="checkbox"/> Barricades (Metal-Bike Rack Style; 8 feet long) # of barricades needed: _____ <input type="checkbox"/> Street Cleaning. Please specify <input type="checkbox"/> before <input type="checkbox"/> after <input type="checkbox"/> both <input type="checkbox"/> Trash / Recycling Pickup. Please specify <input type="checkbox"/> before <input type="checkbox"/> after <input type="checkbox"/> both <input type="checkbox"/> Trash Bins, # Needed: _____ (one recycling bin will be provided for each trash bin) <input type="checkbox"/> Electrical Power, Electrical Drops Needed: _____ <input type="checkbox"/> Small Stage, two available (6' x 8' x ~1') <input type="checkbox"/> Large Stage (10' x 30'x~3')
Will this event require parking restrictions (no parking signs posted/car towed)? <input type="checkbox"/> No <input type="checkbox"/> Yes
Describe area, including streets and addresses, where parking will be restricted:
Will this event require traffic control or road closures? <input type="checkbox"/> No <input type="checkbox"/> Yes
Description of traffic control or road closures requested:
Will this event require crowd control from Troy police? <input type="checkbox"/> No <input type="checkbox"/> Yes
Description of crowd control requested:
Will this event require Troy Fire Dept. EMS coverage? <input type="checkbox"/> No <input type="checkbox"/> 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	
<input type="checkbox"/> Amplified Sound. No electronic amplification may be used before 10 am or after 11 pm.	
Vendor/Contractor Name & Phone #:	
<input type="checkbox"/> Stages, describe:	
Quantity:	Sizes:
Vendor/Contractor Name & Phone #:	
<input type="checkbox"/> Tents/Canopies, describe (no stakes, only weights can be used to secure):	
Quantity:	Sizes:
Vendor/Contractor Name & Phone #:	
<input type="checkbox"/> Portable toilets	
Quantity:	Location(s):
Vendor/Contractor Name & Phone #:	
<p>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.</p> <p>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.</p> <p>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.</p>	
Authorized Signature:	Date:

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

2022 Special Event/Film Permit Fees

Application Fee	\$20.00	
Usage Fees (contact Parks and Rec for use of other parks)		
	Resident / Non-Profit Organization	Non-Resident / Commercial Organization
City Street or Alley	Per day: \$25 for first block; \$40 each additional block	Per day: \$50 for first block; \$75 each additional block
Riverfront Park	\$0	\$25 per day or portion thereof
Sage Park	\$0	\$10 per day or portion thereof
Barker Park	\$0	\$10 per day or portion thereof
Service Fees		
Police/Public Safety	Troy Police Department will assess event and inform applicant of number of officers required and total fee.	
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	\$5 each	
Recycling Bins	Free	