

**FREEPORT POLICE DEPARTMENT**  
**CARNIVAL ~ FESTIVAL ~ BAZAAR**  
**PUBLIC ASSEMBLY PERMIT APPLICATION**

**Applicant:**

_____	_____	_____	_____	_____	_____
Name	Address	Apt	City	State	Zip
_____	_____	_____			
Telephone #	Business #	Permit Applicant Organization Affiliation			

**Organization:**

_____	_____	_____	_____	_____
Organization Name	Address	City	State	Zip
_____	_____			
Telephone #				

**Organization Representatives (Other than applicant):**

1)	_____	_____	_____
	Name	Contact Phone#	Position
2)	_____	_____	_____
	Name	Contact Phone#	Position
3)	_____	_____	_____
	Name	Contact Phone#	Position

**Carnival/Festival/Bazaar Operator / Contractor:**

_____	_____	_____	_____	_____
Business Name	Address	City	State	Zip
_____	_____			
Operator's Name	Telephone #			

**Name & type of requested Carnival/Festival/Bazaar:** \_\_\_\_\_

**Requested Carnival/Festival/Bazaar Location:** \_\_\_\_\_

**Set Up Day:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/20\_\_\_ **Set Up Start Time:** \_\_\_:\_\_\_ AM/PM

**Dates of operation:**

1 <sup>st</sup> Day:	_____	Date: ___/___/20___	Start Time: ___:___ AM/PM	End Time: ___:___ AM/PM
2 <sup>nd</sup> Day:	_____	Date: ___/___/20___	Start Time: ___:___ AM/PM	End Time: ___:___ AM/PM
3 <sup>rd</sup> Day:	_____	Date: ___/___/20___	Start Time: ___:___ AM/PM	End Time: ___:___ AM/PM
4 <sup>th</sup> Day:	_____	Date: ___/___/20___	Start Time: ___:___ AM/PM	End Time: ___:___ AM/PM

**Equipment Removal will be done by:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/20\_\_\_ **Time** \_\_\_:\_\_\_ AM/PM

**Rain Date:** NO YES **Date:** \_\_\_/\_\_\_/20\_\_\_

**To process your Carnival/Festival/Bazaar ~ Public Assemblies Permit Application requesting the use of municipal property the Village of Freeport will need the information listed below. A confirmation of this information must be provided in writing, executed by someone in authority from the organization. (Attach additional sheets as necessary)**

- A) Will the Carnival/Festival/Bazaar occupy all or only a portion of the width of the property requested?
  
- B) List each ride or inflatable (i.e. bouncy houses).  
Indicate type of ride or inflatable, dimensions of same and space or square footage required for setup.
  
- C) List the number and type of food vendor kiosks, booths or trailers. Include space needed for setup.
  
- D) List the number of support vehicles to remain on site such as transport trucks, employee housing trailers and generator units. Indicate the space or square footage required to park/stage such vehicles or units.
  
- E) Total estimated dimension of space required to contain the full Carnival/Festival/Bazaar operation.
  
- F) Are any animals included as part of the show/Carnival/Festival/Bazaar? If so indicate what type.
  
- G) What is the estimated number of customers you expect daily? \_\_\_\_\_
  
- H) Sanitation ~ list the number of trash receptacles, portable toilets and type of site cleanup that you are providing.

- I) List on site security that you intend to use. Include the number of security guards and the name and address of the agency you will employ if security is subcontracted.
  
- J) List where pedestrian and vehicle traffic control such as barricades and blocked streets will need to be employed. Advise if you need or are requesting public works assistance for this.
  
- K) Are any other public facilities or equipment to be utilized: \_\_\_\_\_ Yes/No  
If yes, please describe and attach all related correspondence or permits that authorize their use.
  
- L) Please describe any advertisement, banners, signs, or other attention getting devices or methods to be used in connection with this event:
  
- M) Advise if the Carnival/Festival/Bazaar ride/show operator subcontracts any portion of their operation.

*I hereby state that I have received a copy of Article III of Chapter 155, entitled "Noise Control", and I understand that I am required to comply with the same.*

\_\_\_\_\_  
Signature

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**Chapter 155-39: Any person violating any of the provisions of this chapter shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount not exceeding \$750 for the first offense, \$1,000 for the second offense and \$2,000 for each offense thereafter or be imprisoned in the Nassau County Correctional Facility for a period not exceeding 15 days, or be subject to both such fine and imprisonment. Each day (twenty-four-hour period) such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such. Any person under the age of 16 years who shall violate any of the provisions of this article shall be deemed to be a juvenile offender.**

**Insurance Requirement Notice:**

**You are informed that you must meet the following insurance requirements for this event:**

Comprehensive General Liability Insurance (Broad Form), with the Inc. Village of Freeport named as additional insured for the entire policy period. Required Minimum Limits: \$1,000,000 Combined Single Limit per occurrence and \$2,000,000 aggregate. A copy of the policy endorsement showing that the Inc. Village of Freeport is named as additional insured for this event is to be attached to the original certificate of insurance evidencing this coverage and must be in a form acceptable to the Inc. Village of Freeport.

All policies and certificates must provide that a minimum of ten (10) days prior notice will be given to the Village by registered mail for any cancellation or modification of the insurance.

Insurance companies providing the required insurance policies must be New York State admitted carriers, have a policy holders rating of A or better and a financial rating of at least "10" or better according to the current Best Insurance Rating Guide.

Contractual Liability coverage- All vendors providing amusements (ie: rides, inflatables, live animals) for this event must also comply with all of the above mentioned insurance requirements.

The hold harmless cited below, is to be copied onto the applicant group's letterhead and signed by a representative of the festival sponsor/ride concessionaire, notarized and must be attached to application.

**Insurance Requirement Notice (continued):**

**(Fill in Name of applicant or contracted operator)** \_\_\_\_\_, agrees to defend and indemnify and save harmless the Inc. Village of Freeport, its employees and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of **\_\_\_\_\_ (Name of municipal property/location)** in Freeport, by **\_\_\_\_\_ (Name of applicant or contracted operator)** \_\_\_\_\_, whether or not such injury to persons or damage to property are due or claim to be due to any negligence **\_\_\_\_\_ (Name of applicant or contracted operator)** of **\_\_\_\_\_ (Name of applicant or contracted operator)** \_\_\_\_\_ their employees or agents.

Sign: **\_\_\_\_\_ (Name of representative and company name)**

Date: \_\_\_\_\_

The above-mentioned insurance must be provided by all sponsors and ride concessionaires involved in this event.

**Signature** \_\_\_\_\_  
Applicant

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Notary

**Application Approved:** \_\_\_\_\_

**Application Denied:** \_\_\_\_\_

**By:** \_\_\_\_\_