

**Town of Rotterdam  
Mass Gathering Permit Application**

**Mail To: Town Clerk 1100 Sunrise Blvd. Rotterdam, NY 12306**

Pursuant to Chapter 180 of the Code of the Town Of Rotterdam

**\$500.00 Security Deposit required with application. Will be returned 10 days after the event**

**Sponsor Information**

Name \_\_\_\_\_ Title \_\_\_\_\_

Firm, Organization or Corporation \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Designation of agent for service of process \_\_\_\_\_

**Company Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Incorporation Date \_\_\_\_\_ State of Incorporation \_\_\_\_\_

Name of Principals or Corporate Officers \_\_\_\_\_

Designation of agent for service of process \_\_\_\_\_

Address of agent for service of process \_\_\_\_\_

Number of similar events conducted \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

If the applicant is a Corporation, LLC, LLP, etc., please provide the names and addresses of directors and officers below and list as such:

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

If the applicant does not reside within the Town of Rotterdam please provide the following:

Agent Name \_\_\_\_\_

Agent Address or Business Address \_\_\_\_\_

Address shall be in the Town of Rotterdam; and the agent shall be authorized by the applicant and shall agree by verified statement to accept notices for summonses issued with respect to the application, the conduct of the mass gathering and provisions of Chapter 180 of the Code of the Town of Rotterdam.

**Property Owner Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Please list any and all persons having the right to occupy said premises or any part thereof under a written lease, license or permit.

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

**Description of Event**

Dates of Event \_\_\_\_\_

Hours of Event \_\_\_\_\_

Maximum Dates of Event \_\_\_\_\_

Maximum Hours of Event \_\_\_\_\_

Maximum number of persons permitted to attend \_\_\_\_\_

Maximum number of motor vehicles \_\_\_\_\_

What measures and facilities are proposed to limit the number of persons attending to the maximum number proposed?

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

Purpose of mass gathering: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of entertainment \_\_\_\_\_  
\_\_\_\_\_

Name(s) of entertainers \_\_\_\_\_

Address of entertainers \_\_\_\_\_

Admission fee (if any) \_\_\_\_\_

Location where event will be held \_\_\_\_\_  
\_\_\_\_\_

**Please attach additional pages addressing the following subjects, as required by Chapter 180 of the Code of the Town of Rotterdam:**

**Survey**

Provide a survey prepared by a licensed engineer or land surveyor of the premises upon which the mass gathering is to be conducted and of any premises to be used for motor vehicle parking or otherwise in connection therewith, together with a statement of the zoning district of such property, the names and addresses of the record owners of adjoining properties, the abutting street and highways, showing the size and location of existing and proposed buildings or structures to be used in connection with said mass gathering, together with a statement or drawing to scale of the type and materials of each proposed or existing building or structure.

**Drawing**

A plan or drawing to scale prepared by a licensed engineer or land surveyor showing the method and manner in which sanitary facilities are to be provided for the disposal of sewage, garbage, trash and other debris.; the method and manner of providing adequate and suitable off-street parking for motor vehicles for persons attending such mass gathering, including layout of such parking areas, the surface or pavement thereof, the manner of designated parking spaces for individual motor vehicles and access drives, the proposed illumination planned for such areas, a statement of the proposed method of suppressing dust and a description of any maintenance equipment or vehicles.

**Equipment**

Provide a description of proposed event including type, size, wattage, number and location of any and all sound equipment.

**Food Preparation**

Provide a description of the method preparation and distribution of food and beverage services; a drawing to scale of structures where food and beverage will be prepared and served, together with a statement of the method of disposing of garbage, trash, rubbish or any other refuse from food preparation and distribution.

**Garbage Disposal**

Provide a statement of the proposed garbage collection and disposal.

**Security**

Will private security guards or police be engaged? If so, detail the number of people employed, their duties, hours worked, areas they will be responsible for and the minimum employment qualifications.

**Fire Protection**

Describe precautions that will be employed for fire protection, including a plan or drawing to scale specifying the location of fire lanes and water supply for fire control.

**Emergency Services**

Describe what emergency services will be available to event attendees, who may require medical or nursing attention.

**Camping**

Will camping or housing facilities be available? If so, attach a plan drawn to scale indicating numbers and location.

**Health and Safety Measures**

Describe all health and safety measures proposed that will be employed.

**Parking**

Describe the parking plan.

(Intentionally Left Blank)

Please submit two copies of the application, along with any supporting documentation you wish the Town Board and the public to consider to the Town of Rotterdam addressed as follows:

Supervisor John Polimeni  
John F. Kirvin Government Center  
1100 Sunrise Blvd.  
Rotterdam, NY 12306  
Attn: Mass Gathering Permit Application

Town Clerk Megan Griffin  
John F. Kirvin Government Center  
1100 Sunrise Blvd.  
Rotterdam, NY 12306  
Attn: Mass Gathering Permit Application