

**City of Hornell**  
Event Permit Application

Submit to City Clerk's Office  
82 Main St., Hornell, NY 14843  
607-324-7421

Event Name: \_\_\_\_\_ Date(s) \_\_\_\_\_

Event Location: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

Event Organizer/On-site Contact Person(s): \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Event hours:      Set-up: \_\_\_\_\_ to \_\_\_\_\_

                         Event: \_\_\_\_\_ to \_\_\_\_\_

                         Tear down: \_\_\_\_\_ to \_\_\_\_\_

Admission Charge? \_\_\_ Yes    \_\_\_ No      Amount of Admission: \_\_\_\_\_

Approximate number of people expected: \_\_\_\_\_

Will you need to close a street(s) for your event?   Yes    No

If yes, what street(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Will street barricades be requested from the City?   Yes    No    How many? \_\_\_\_\_

Are there any other materials or personnel requested for the event? Identify below: (there may be additional costs)

\_\_\_\_\_

\_\_\_\_\_

Will any tents, booths or structures be erected?   Yes    No

If yes, describe: \_\_\_\_\_

Trash Plan: Describe the plan for cleanup and removal of waste and garbage during and after the event: (Note: it is the event organizer's responsibility to dispose of waste and garbage daily throughout the term of the event.) Immediately upon conclusion of the event, the venue must be returned to a clean condition.

Electric:

Will electric be needed for the event?   Yes    No

If yes, what will you be providing electric to? \_\_\_\_\_

\_\_\_\_\_

Toilet facilities requested: \_\_\_\_\_

Please note that for large gatherings, it is the organizer's responsibility to have enough port-a-potties (1/100 people).

Hold Harmless:

The Applicant agrees on behalf of the Sponsoring Organization, its agents and employees that the applicant and/or organization will not make a claim against, sue, attach the property of, or prosecute the City or any of the City's agencies, employees, contactors or agents for injury or damages resulting from negligence or other acts, however caused, which might be asserted against the City in connection with actions taken by the City or the City's employees or agents in connection with this Special Event Permit. In addition, the Applicant on behalf of the sponsoring organization and its agents and employees, as well as its successors and assigns, hereby releases, discharge and holds the City harmless from, and indemnifies the City against, all actions, claims or demand the applicant or the Sponsoring Organization, or sponsoring organization employees, agents, successors or assigns, or any third person now has or may hereafter have for personal injury or property damage resulting from the actions of the Applicant or the Sponsoring Organization, the sponsoring organization's employees or agents, or any other person under the control of the Applicant or sponsoring organization, taken pursuant to this Special Event permit whether said actions are characterized as negligent or intentional.

---

Signature of Applicant

---

Date