



Phone: 607.432.6450
 Fax: 607.433.3420
 Internet Address:
 www.oneonta.ny.us
 E-Mail Address:
 cityinfo@oneonta.ny.us

OFFICE OF THE CITY CLERK
 City Hall, 258 Main Street
 Oneonta, NY 13820-2589

**Application for Usage of Muller Plaza, Water Street Plaza and
 Main Street Walkway**

In addition to completing this form, the chief organizer must also:

- 1) Submit a narrative that explains the purpose of the event; all planned uses of public utilities, banners or decorations; garbage clean-up plans; and, whether or not any use of amplified sound is planned.
- 2) Submit copies of flyers, posters, or other materials that will advertise the event.
3. Return this form and all additional materials as requested by the usage policies and procedures to the City Clerk's Office. Applicants MUST file this application form and all supporting materials AT LEAST TWO WEEKS prior to the date of the event.
4. Submit the non-refundable application fee of \$25.00 (cash or check made out to City Clerk) with the form.

Area(s) being requested (circle all applicable): Muller Plaza Water St. Plaza Main St. Walkway

A complete application must include:

- Request Form Event Narrative Advertising Materials Proof of Insurance

Date of Event: _____ Date Submitted: _____
 Name of Group: _____
 Name of Event: _____
 Chief Organizer: _____
 Address: _____
 Phone Number: _____
 Email: _____

Additional Contact Persons:

	Name	Address	Phone
1.	_____		
2.	_____		

Time of day for usage: From ___ : ___ AM/PM to ___:___ AM/PM

Number of group members/volunteers on site during the event _____

Number of persons/event goers expected at the event: _____

Will tickets, merchandise, goods or services be sold? Y ___ N ___

If yes, detail the sales activities on a separate piece of paper and detail which group, entity or organization will benefit from sales and provide a description of the items to be sold.

Will you be providing any of the following?

- Food
- Portable toilet facilities
- Security/traffic control

If yes, please provide plan.

Does the group have liability insurance coverage? Yes ___ No ___

If yes, amount of coverage: \$ _____ Insurance Carrier: _____

Prior to the event, the chief organizer must submit a Certificate of Liability Insurance to the City Clerk naming the City of Oneonta as additionally insured. A Certificate of Liability Insurance **IS REQUIRED FOR ALL EVENTS**, unless otherwise specified by the City of Oneonta.

The City of Oneonta provides the use of this facility to responsible individuals and groups as a community service and in the interest of providing the community with a public forum for diverse uses. The City is not a sponsor of this event, or does it necessarily endorse any particular position of the Permittee.

Signed _____
(Chief Organizer)

Date: _____

Signed _____
(City Clerk)

Date: _____

FOR CLERK'S OFFICE USE ONLY:

\$25 application fee received by City Clerk's Office on: Date: _____

Permit Issued by City Clerk on: Date: _____

Copies of Completed permit sent to:

Police Chief _____ Date: _____

Fire Chief _____ Date: _____

CIC _____ Date: _____

Other _____ Date: _____ (Identify party sent to)