

# CONTRACT FOR SPECIAL EVENT WITH VILLAGE OF ORCHARD PARK

EVENT NAME: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_ EMAIL / PHONE #: \_\_\_\_\_

Provide a description of Event: \_\_\_\_\_

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

Provide a description of Sound Equipment: \_\_\_\_\_

Number of People at Event: \_\_\_\_\_ Did you get Property Owner's Permission? \_\_\_\_\_

Will there be a tent at the event? \_\_\_\_\_ If yes, when will it be erected so that it can be inspected? \_\_\_\_\_

Will there be Alcohol Served? \_\_\_\_\_ If so, Who holds the Liquor License? \_\_\_\_\_

Were the Orchard Park Police Notified of Event? \_\_\_\_\_ Was the Orchard Park Town Notified of Event? \_\_\_\_\_

Certificate of Insurance : \_\_\_\_\_ Depot Event: \_\_\_\_\_ Depot contract: \_\_\_\_\_

Insurance Approved: \_\_\_\_\_

(If at Depot please attach a copy of the contract)

Please attach any flyer or invite for the event.

Any Vendor at the event needs to provide a Certificate of Insurance to the village.

## Additional Services to be determined by Departments

POLICE: (PS.0000.1520.0003) (fee is minimum 2 hours) ☐ Not applicable ☐ Yes Total \$ \_\_\_\_\_

WITH CAR (\$110 hr) \_\_\_\_\_ hours WITHOUT (\$90 hr) \$ \_\_\_\_\_ hours

(PRIVATE HIRE) \_\_\_\_\_

Fees payable to the "Town of Orchard Park"

Police Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

VILLAGE DEPT OF PUBLIC WORKS: ☐ YES ☐ Not Applicable Total \$ \_\_\_\_\_

FENCING: \_\_\_\_\_ BARRICADES/LOCATION: \_\_\_\_\_

CONES: \_\_\_\_\_ OTHER: \_\_\_\_\_

Additional DPW fees: \_\_\_\_\_

Permit fee (\$50): \_\_\_\_\_

Total fees payable to the "Village of Orchard Park"

Village Board: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Village of Orchard Park: \_\_\_\_\_ Mayor Date: \_\_\_\_\_

\_\_\_\_\_ Code Enforcement Date: \_\_\_\_\_