



TOWN OF GLENVILLE, NEW YORK
Town Clerk's Office
Town Clerk: Linda C. Neals
18 Glenridge Road
Glenville, New York, 12302

Phone: (518) 688-1200 x402
Fax: (518) 384-0141

MASS GATHERING PERMIT APPLICATION

Name of Event _____ Date of Event _____
Location of Event _____ Length of Event: _____
Sponsor of Event _____ Contact Name _____
Address _____ Phone Number: Day _____ Night _____
E-Mail Address: _____

Town of Glenville Local Law #3 of 2003

Include a site plan (map) indicating the location of the following features:

- The total area to be used for the gathering
- Entrance, exit and interior roadways
- Name, address, telephone numbers of property owners
- Locations, number, design and type of toilet facilities and hand washing facilities
- Locations, number, design and type of drinking fountains
- Locations, number, design and type of plumbing fixtures and wastewater disposal devices
- Solid waste storage, collection and disposal facilities
- Medical and first aid facilities
- Police and Fire protection facilities
- Proposed Food Service Operations

Estimated number of people expected and their length of stay _____

How will water be provided at the event _____

How will wastewater be discharged _____

Will food be served? Yes No Number of booths _____

Describe food that will be available _____

Who is responsible for solid waste disposal? _____ Phone _____

Date permit submitted: _____ (minimum of 3 months prior to event)

Attach a copy of the required Public Liability and Property Damage Insurance Coverage, including the name and phone number of the provider.

(Copy of Local Law #3 of 2003 – Mass Gatherings is attached)

“Please submit check for \$500 payable to the Town of Glenville.”

Dated: _____

(Name of Individual, Firm or Company)

(Signature and Title)

Revised 9/11/03 (lcn)