



## **CITY OF YONKERS SPECIAL EVENT POLICY & GENERAL INSTRUCTIONS**

### **I. DEFINITION:**

Special Event shall mean any preplanned meeting, activity, parade, banner hangings or gathering of a group of persons, animals or vehicles or a combination thereof, having a common purpose on any public/private street, sidewalk, alley, park, or other public/private place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public/private place or building so as to preempt normal use of space by the general public or which deviates from the established use of such space or building.

### **II. APPLICANT'S PACKET:**

1. General Instructions and Policies
2. Application Form

### **III. PACKET AVAILABILITY/SUBMIT APPLICATION:**

City of Yonkers  
Parks, Recreation and Conservation Department  
285 Nepperhan Avenue, Yonkers, NY 10701-3495  
Phone: (914) 377-6450 Fax: (914) 377-6428

### **IV. MAIL APPLICATION TO:**

City of Yonkers  
Parks, Recreation and Conservation Department  
Attn: **Special Events Division**  
285 Nepperhan Avenue, Yonkers, NY 10701-3495

### **V. APPLICANT'S PROCEDURAL SYSTEM:**

- 1) Submit with your completed application all of the following:
  - a) \$100.00 Processing Fee, (non-refundable), if received 60 days in advance
  - b) \$200.00 Processing Fee, (non-refundable), if received 30-60 days in advance
  - c) \$400.00 Processing Fee (non-refundable), if received less than 29 days in advance
  - d) Site setup diagram and a location map
  - e) Requests for City Services
  
- 2) All applications will be reviewed by the City's Special Events Review Committee. The Committee is made up of representatives from the following departments (Consumer Protection, Police, Fire, Public Works, Parks, Recreation and Conservation, Mayor's Office (Constituent Services), Building and Housing, Corporation Counsel, and Board of Education as needed.) The Special Events Supervisor for the Parks, Recreation and Conservation Department will act as facilitator.
  - a) Each Committee member is responsible for establishing the guidelines and requirements for each event relevant to department operations. Guidelines and requirements will be reviewed on an annual basis and, where warranted, revised accordingly.
  - b) Special Events Review Committee reviews application and forwards recommendations to the Parks Commissioner.

c) The Special Events Supervisor will inform the Applicant and all Departments of all decisions.

3) Upon receiving confirmation of approval from the Special Events Supervisor, the applicant will remit the required permit fee(s) as well as all estimated fees for City services ten (10) days prior to event setup day. If fees are not paid the event will be cancelled. Applicants shall be required to physically present a copy of permit(s) and the approved application must be at the event at all times.

4) Following the event, the applicant will be billed for any additional expenses that may have been incurred. The applicant shall be responsible to pay any additional charges within twenty-one (21) days subsequent to the event.

5) The event sponsor must provide a certificate of insurance listing the City of Yonkers as additionally insured and must be submitted seven days prior to event setup day. The City of Yonkers' Corporation Counsel will provide insurance requirements, which may vary depending on the particulars of a given event/permit.

## **VI. POLICIES:**

### **1) APPROVAL OF EVENT:**

- a) Special Event Review Committee shall review all Special Event Applications.
- b) The Parks, Recreation and Conservation Commissioner or designee shall have final sole discretion of approval or denial of the Special Events.

2) **FEE CHARGES:** Payment of all charges shall be made to the City of Yonkers. Applicants shall be charged for all City services deemed necessary as well as Permitting Fees.

3) **CITY EQUIPMENT:** Shall not be loaned nor leased for public indoor or outdoor use, unless the equipment is part of the City facility being requested and is to be used according to its intended purposes. Any authorized use of the City equipment shall be subject to additional fees.

4) **RESERVATION DATE:** It is suggested, prior to application submission, that the Applicant tentatively reserve in advance the park or facility needed and date of the event as soon as possible. Upon approval of the application/event, the date will be confirmed. Fees may be associated with this process.

5) **SITE VIEWING:** The applicant agrees to be present for a Pre-event Site Inspection, and if needed, a Post-event Site Inspection.

6) **CAPACITY:** The City has the right to deny the use of a site because of capacity standards.

7) **TERMINATION OF EVENT:** Applicant understands that at any time during the event, the Police, Fire and/or Parks Commissioners or their representatives, may order termination of the special event if it is in violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it threatens the peace and dignity of the community, or if it creates unmanageable problems for public safety officials whereby the proper execution of their duties are endangered.

8) **TIMES OF EVENTS:** The City shall determine the allowed time of the event as may be appropriate for the event and the surrounding neighborhood. Permittees shall be allowed reasonable time for set-up and breakdown, which times shall be reflected in the permit.

9) **VENDOR LICENSES:** If the Special Event sponsor(s) or organizer(s) need to hire a vendor to sell and receive part of the profits, then the entrepreneur must obtain a proper City vendor's license. This shall also apply to private promoters and carnivals.

10) **PORTABLE RESTROOMS:** Required number and location to be determined by the City. Said facilities shall be removed within 24 hours after the conclusion of the event. Rental fees are the sole responsibility of the Applicant.

11) **TRASH & CLEAN UP:** Applicant shall pay for additional dumpsters and trash receptacles. The City will coordinate through the Department of Public Works. The applicant shall be responsible for clean-up and recycling at the site. The applicant shall be billed for any additional special maintenance services required for the event.

12) **TENTS:** Permits for any tents larger than 120 square feet must be approved by the Yonkers Buildings Department. In addition, all tents must be approved and inspected by the City of Yonkers Fire Department. Applications must be made no more than sixty (60) business days (Monday-Friday) prior to set-up. City staff approval is required for tent locations to prevent possible damage to gas or water lines.

13) **SPECIAL STRUCTURES:** Any special structures such as fences, platforms, electrical structures, etc. require separate permits and must comply with all appropriate codes and be City-inspected for final approval.

14) **ADVERTISING:** No advertising or distribution of flyers, brochures, posters, etc. regarding the event is to take place until the permit itself date(s) and time(s) have been approved in writing by the City.

15) **SIGNS & BANNERS:** All sign and banner permit requests must be submitted and approved by the City's Special Events Review Committee. The cost of raising and lowering banners shall be borne by the applicant.

16) **SELLING FOOD:** A separate permit for selling food must be obtained through the City, as well as through any other county or state agencies having jurisdiction.

17) **COOKING OUTDOORS:** Proper preventative measures shall be taken to prevent grease from dropping onto the ground, streets, sidewalks, paving, etc. Proper arrangements, approved by the City, shall be made for the disposal of grease.

- a) All food shall be safe for human consumption. The premises and all equipment and materials used by the Permittee shall at all times conform to Westchester County Department of Health regulations and all applicable City Fire Department laws, rules and regulations. The City reserves the right to require other sanitizing procedures that it may deem reasonable and necessary.

18) **ALCOHOLIC BEVERAGES/OUTDOORS:** The sale and service of alcoholic beverages is allowable under certain circumstances as follows:

- a) All beverages shall be safe for human consumption. The premises and all equipment and materials used by the Permittee shall at all times conform to Westchester County

Department of Health regulations and all applicable laws, rules and regulations. The City reserves the right to require other sanitizing procedures that it may deem reasonable and necessary.

- b) It is the responsibility of the Permittee to provide bartenders who are trained to recognize intoxication, and to insure that any intoxicated person is not served alcohol. The Permittee or his agent will carry liquor liability insurance or its equivalent, to the satisfaction of the Corporation Counsel, both dram shop and host liability with the minimum limits of liability in the amount of two million dollars (\$2,000,000.00) per incident, including, without limitation, bartender service. Proof of insurance for all subcontractors of the Permittee shall be provided to the City.
- c) Consumption of alcoholic beverages in cups/cans is permitted in the designated areas only; prior authorization is required by the Commissioner of Parks, Recreation and Conservation for deliveries of bulk containers such as kegs or cases. It is expected that members of your group will conduct themselves in a responsible fashion, and that alcoholic beverages will be served only to group members over 21 years of age, in the area you have reserved.
- d) PERMIT IS VALID ONLY ON DATE PRINTED ON PERMIT, UNDER NO CIRCUMSTANCE WILL A REFUND BE MADE due to inclement weather, change of reservation, or for a reduction in length to time for playing fields.
- e) Whether the applicant proposes the serving or sale of alcoholic beverages, in City facilities or outdoors, permit approval will be subject to the applicant's commitment to provide adequate security (i.e. private security or an off-duty Police Officer) as warranted by the event and its parameters, all at the sole cost and expense of the Applicant. Security levels will be determined by the Yonkers Police Department.

19) **STREET CLOSURE:** Any proposed event that involves closure of a major or minor arterial roadway or a collector roadway must receive Mayoral or Police Commissioner approval. No street closure shall be approved for Non-City sponsored events for more than 48 hours. Applicant requesting street closure shall be responsible for all costs of traffic notification signs and barricades as well as security. Special Events Review Committee will determine number of signs and barricades, and any associated security needs. Additional insurance may also be required.

20) **CARNIVALS/CIRCUSES:** Carnivals and circuses will be allowed pursuant to the Code of The City of Yonkers.

21) **PARADES:**

- a) It is understood that no tokens, candy, or other articles are to be thrown from parade participants in moving vehicle(s) to spectators along the route. Participants must hand them out.
- b) The Applicant is responsible for providing fences and/or barricades between parade participants and spectators.
- c) It is also to be understood that NO fireworks or other explosive-type devices are to be used by parade participants along the route, which may cause injury or danger to spectators, or participants subject to Yonkers Fire Department approval.
- d) A permit from the State Department of Transportation to close a State street, Westchester County for all County roads and/or a permit from the City of Yonkers to close a City street may be needed along with a parade route. (The Applicant is solely responsible for obtaining all approvals from the necessary City, County, and State agencies).

22) **MOTION PICTURE FILMING:** All applicants requesting a site for motion picture recording contact the City of Yonkers' Film Office, independent of the global special events permit application, to obtain a permit to film within the City at <http://www.filmyonkers.com/>

23) **PYROTECHNICS:** Any event utilizing any type of pyrotechnic displays or devices shall so specify on the global permit application. Applicant will be subject to separate permit terms and/or fees as determined by the City Fire Department.

24) **SPECIAL EFFECTS:** Any event utilizing special effects shall so specify on the global permit application. Applicant will be subject to separate permit terms and/or fees as determined by the City Fire Department.

25) **AMPLIFICATIONS:** Any event utilizing amplified sound systems shall so specify on the global permit application. Applicant will be subject to separate permit terms and/or fees as determined by the City Police Department.

26) **POST EVENT REPORT:** Applicant further understands that records shall be kept of all Special Events and that repeated request for approval of Special Events shall be determined by previous performance history according to records on file as well as existing ordinances, policies, rules, and procedures. The applicant will be required to meet with the Special Events Supervisor for a debriefing within ten (10) days after the event.

27) **INSURANCE:** The event sponsor shall be responsible for providing the City of Yonkers an appropriate Certificate of Insurance. The City reserves the right to change these limits of insurance. The Corporation Counsel for the City will make the final determination that the required insurance limits are met.

**PLEASE NOTE:** The items below **must** appear on the Certificate of Insurance and must name the City of Yonkers as Additional Insured with waiver of subrogation, if recommended by the Corporation Counsel.

**General Liability Insurance** Policy must be provided as specified in the Corporation Counsel's event assessment

**Automobile Liability Insurance** Providing coverage on a per occurrence basis will be required in the amount of the General Liability requirement if automobiles are used as part of the event.

**Product Liability Insurance** will be required if there is food sales or consumption at the event. Each vendor (an entity in the business of making a profit) must provide proof of a minimum of \$2,000,000 Products Liability Insurance.

**Worker's Compensation Insurance**, in accordance with New York State Statutes, will be required and afford protection to, any City of Yonkers off duty employees hired by the event holder/sponsor to work the event.

**Liquor Liability Insurance** with a minimum limit of \$2,000,000 will be required if there is the sale or consumption of alcoholic beverages at the event.

**Hold Harmless Agreement** must be signed on application. Individual vendors will also be required to sign a Hold Harmless Agreement and secure an Insurance policy.

28) **NON-DISCRIMINATION/EQUAL OPPORTUNITY:** Special events shall comply with all local, state and federal laws and regulations pertaining to nondiscrimination and equal opportunity in the areas of opportunity in the areas of employment, subcontracting, and use of the County's facilities.

29) **EVENTS HELD AT ANY OF YONKERS SCHOOL DISTRICT FACILITIES**

**\*\*\*IMPORTANT NOTICE ABOUT DEFIBRILLATORS\*\*\***

Is this a school sponsored event or activity?  Yes  No  
Will an Automated External Defibrillator (A.E.D) trained individual be present?  Yes  No

**(Note:** this is mandatory for all school sponsored events or activities)

**Caution:** If the A.E.D trained individual is not present at the event or activity, then the event or activity must be cancelled.

Yonkers Public Schools delegates to the Superintendent of Schools or designee, full authority to implement these policies and pass upon all requests for use of facilities. The decision to grant or deny a request for use of the district facilities shall remain, at all times, in the discretion of the Superintendent of schools or designee. However, use of school facilities for meetings sponsored by political organizations must be authorized by a vote of the Board of Education.

**SPECIFIC REGULATIONS:**

1. During those seasons when heat is supplied, building heat during the day will be maintained at 68 degrees. The temperature will be reduced to 55 degrees in each building on all days that schools are not in session and on school days at a time in the afternoon to be established annually by the Superintendent of Schools.
2. Afternoon activities (e.g., clubs, Brownies, Cub Scouts) may be conducted in each of the schools, with the heat remaining on night controls.
3. Requests for the use of facilities by a non-profit resident organization on days other than those provided under item 2 above may be accommodated, provided such use does not require an additional identifiable expense to the school district. Any additional cost, e.g., custodial and supervisory expenses, must be borne by the organization requesting the use of the buildings. Night controls will be maintained for any additional days that a school building is open to outside groups.
4. It should be understood clearly by the representative of the resident organization requesting the use of school facilities that:
  - a) He is responsible for the supervision of the particular activities and of the participants therein;
  - b) The facilities to be used must be left in the same condition of cleanliness and repair as existed prior to the activities. In the event that facilities are damaged or vandalized, the cost to repair will be borne by the person requesting the use of the building;
  - c) The school district retains the right to deny future use of school buildings in consideration of the failure to meet the conditions of a. and b. above
5. Schools sponsored activities, such as concerts and interscholastic events will be reviewed on an individual basis.
6. No school equipment, except pianos, shall be loaned to or used by non-school organizations unless such equipment is operated by an employee at no cost to the district. Whenever a cafeteria is to be used for food preparation, a member of the cafeteria staff shall be employed by the organization requesting its use.
7. Buildings of the District are to be made available for election purposes.
8. Security of the facility (including parking areas) will be the sole responsibility of the organization requesting its use.
9. One microphone will be supplied with each sound system in auditoriums. No AV or film equipment will be supplied under the renting application.

10. The hourly rate to be charged for custodial services, cafeteria worker, and pool safety and operational workers shall be determined annually by using the median hourly rate of such employees scheduled at time-and-a-half and allowing for variations of the personnel working time as to their standing on that schedule. The rate is subject to change as district costs change.
11. Smoking, the use of intoxicants or profane or indecent language or conduct shall positively be prohibited in any and all parts of the school building.
12. The undersigned agrees to be responsible for the payment of all changers, fixed by the Board of Education, and also guarantees to protect the building and equipment against damage. The undersigned also agrees to repair or pay for any and all damages which may result from the use of the school building or grounds and further agrees that all the rules and regulations of the board of education will be strictly complied with.



## CHECKLIST

### FOR THE SPECIAL EVENTS APPLICATION

This form is solely for your use to help you verify that your application is complete prior to turning it in and to provide a guide through the process. Remember that the City must receive the application at least 60 days prior to the event.

#### **Have you:**

- Completed all blanks on Page 10 of Application providing general event and organization information, a tax identification number, and two contact people?
- Signed the Certification by Applicant on Page 11?

#### **Please provided all additional information starting on page 12 of the application**

#### **including:**

- Information about your event (Sections A-C)
- Special equipment you and/or your vendors will bring/need (Section D)
- Any city services needed or required (Section E)
- Other general information (Section F)
- Included or attached a diagram, map of your event
- Reviewed the Insurance Requirements and Copyright Law on Page 15 of the application
- Signed and have notarized the Licensee Certification on the bottom of Page 16 of the application
- Signed the Hold Harmless Agreement on Page 17 of the application and had it notarized
- Resident's approval page 18
- Completed the Request for Police Officers for outside services page 19
- Completed and turned in the Banner Permit Application page 22
- Provided a \$100.00, \$200.00 or \$400.00 non-refundable payment made out to the City of Yonkers to process the application for approval?
- Been asked to attend a meeting with the Special Event Review Committee? If so, on what date: \_\_\_\_\_
- Provided all certificates of insurance, as required per policy, from your organization and/or vendor(s) naming the City of Yonkers



- Completed any permit request(s), provided all required Certificate of Insurance Forms, provided copies of all licenses and paid any applicable fees at least ten (10) days prior to the event
- Post event meeting date \_\_\_\_\_

**Thank you, again for choosing the Historic City of Yonkers to host your Event!**



## SPECIAL EVENT APPLICATION

### Permit Request

Thank you for choosing the Historic City of Yonkers, the Friendly City, as the hosting location for the Special Event you are planning. Please complete this application, in its entirety, and return it at **least sixty (60) days prior** to the event date with the nonrefundable processing fee (see page 1) to:

City of Yonkers  
Parks, Recreation and Conservation Department  
285 Nepperhan Avenue  
Yonkers, NY 10701-3495

If you have additional questions, please call (914) 377-6450

#### EVENT INFORMATION

Name of Event: \_\_\_\_\_

Facility / Location Requested: \_\_\_\_\_

	<b>From</b>	<b>To</b>
Event Date: _____	Event Hours: _____ AM/PM: _____	AM/PM: _____
Set-Up Date: _____	Set-Up Hours: _____ AM/PM: _____	AM/PM: _____
Break-Down Date: _____	Break-Down Hours: _____ AM/PM: _____	AM/PM: _____

Estimated Number of Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Vehicles: \_\_\_\_\_

Vessels (for boating events only): and \_\_\_\_\_ Vendors \_\_\_\_\_

Sponsoring Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Driver's License No: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Profit: \_\_\_\_\_  Not For Profit: \_\_\_\_\_  Individual: \_\_\_\_\_  
Federal Tax ID # Tax Exempt #

#### Primary Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Secondary Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_



## CITY OF YONKERS

### LEAVE NO TRACE PLEDGE

I promise to apply the following Leave No Trace principles wherever I go within the Yonkers Parks. On this day and every day after, I pledge to...

- Plan ahead & prepare.
- Take out what I take in.
- Dispose of waste properly.
- Manage and curb my pet.
- Leave the Park the way I found it.
- Unless specifically designated, I will not barbeque or start campfires.
- Take special care of the outdoor area.
- Respect wildlife and the ecosystems.
- Remember that I am a visitor and will travel lightly on the land and abide by Park rules.
- Be considerate of other visitors.

### CERTIFICATION BY APPLICANT

I certify that I have read this application and that all information contained in this application is true and correct. NOTICE: By signing below you are certifying that the information you are providing is true and complete, any false statements or deliberate misinformation are punishable under 210.45 of the Penal Law. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand the event may be cancelled by the Commissioners of Police, Fire, and/or Parks should any conditions/stipulations of the permit or city ordinance or state statute be violated. I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also have received the special event guidelines informing me of my responsibilities and obligations should I cancel the event. By filing this application, I, and the organization on whose behalf I make this application, contract and agree that we will jointly and severally indemnify and hold the city harmless against liability, including court costs and attorneys' fees for trial and on appeal, for any and all claims for damage to property or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the activity or any of its participants.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please provide us with additional information regarding your event by checking off the items that pertain to your event in sections A-D; any services you require from the City in Section E and any other specific information about your event not previously covered or where you need additional space to explain your event in Section F. Do not forget to attach a diagram of your event.

**SECTION A**

Is your event:     Private     Public, costing the attendee \$ \_\_\_\_\_  is free  
Is/Will become a recurring event this often:     Weekly     Monthly     Quarterly     Annually

**SECTION B**

**What kind of event are you hosting?**

- Carnival/Circus/Fair
- Exhibit/Festival
- Parade
- Reception
- Wedding
- Charity Walk/Run
- Tournament or Competition
- Fishing
- Sailing/Boating
- Picnic/Party (Sponsor Name)
- Other

If Other Please Explain:

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**SECTION C**

**At your event, you will offer:**

- Alcohol sales or distribution
- Food/beverage/catering
- Concession stands
- Merchandise sales
- Fireworks/pyrotechnic company
- Inflatable Devices
- Banners/Signage
- Mechanical rides

**SECTION D**

**Are you bringing in any special equipment such as:**

- Large trailers ( \_\_\_\_\_ lbs.)
- Lighting
- Sound equipment
- Tents size(s) \_\_\_\_\_
- Generator(s). If so, provide specifications/cut sheet. \_\_\_\_\_
- Stages/Props/Production Equipment
- Other

If Other Please Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION E**

**Do you need the City to provide or make available, at an additional fee, any of the following:**

- Potable water
- Connection(s) for electric power
- Audio Equipment
- Podium
- Trash Cans/Barrels \_\_\_\_\_
- Special Event Garbage Boxes \_\_\_\_\_
- Security
- Streets/Avenues/Parks \_\_\_\_\_
- Barricades
- Bandwagon
- Stage
- Other

If Other Please Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION F**

Please provide a detailed description of the Event below and draw or attach a diagram and/or map of the proposed event site/layout/route. Ensure that you specify any requests for alcoholic beverages, street closures, pyrotechnics/fires, any city services you desire, etc.

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**INSURANCE REQUIREMENTS:** The applicant will supply Certificate of Insurance(s) naming the City of Yonkers as additionally insured **with waiver of subrogation** in the following manner: “the City of Yonkers, its agents, officers, officials, employees and volunteers are hereby named as additional insured as their interest may appear with **waiver of subrogation**”. **The Certificate of Insurance must also state the name of the event, its location, and duration.** The applicant will also ensure that the City of Yonkers, as the certificate holder, is provided a 30-day written notice if the insurance policy is cancelled or modified before the expiration date. All insurance policies provided shall be issued by insurance companies licensed to do business in the State of New York and shall be rated with an A- or better rating in the most current edition of A.M. Best’s Key Rating. The City of Yonkers shall be listed as certificate holder in the following manner:

**City of Yonkers**  
**40 South Broadway**  
**Yonkers, NY 10701-3495**

All applicants must obtain Commercial General Liability insurance with limits of no less than \$2,000,000 per occurrence to protect the City of Yonkers, its agents, officers, officials, employees and volunteers, the Lessee, and any subcontractor from claims for damages for personal injury, including accidental death, and from claims for property damage that may arise from the Lessee’s operations, whether performed by Lessee itself, any subcontractor, or anyone directly or indirectly employed by either of them. If the applicant, or any of its vendors, offers for sale or distribution any products (food, beverages, souvenirs, etc.), then Product Liability insurance with limits of no less than \$2,000,000 per occurrence will be required. Vendors will also be required to afford the statutory limits of worker’s compensation insurance protection to its employees. If the vendor is the holder or sponsor of the event, the vendor will afford worker’s compensation insurance protection to any City of Yonkers off duty employees hired by the event. If automobiles or any other licensed motor vehicles are used as part of the event, Automobile Liability insurance with limits of no less than \$2,000,000 per occurrence will also be required. If the sale or consumption of alcoholic beverages at the event is authorized, then Liquor Liability insurance with limits of no less than \$2,000,000 per occurrence is required. Other types of coverage and limits may be required by the City of Yonkers, depending upon exposure as assessed by the Corporation Counsel.

**COPYRIGHT LAW:** Licensee assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any event covered under the agreement and licensee agrees to indemnify and hold harmless devices, processes or dramatic rights furnished or used by licensee in connection with the agreement and will defend the City from any such suit or action, regardless of whether it is groundless or fraudulent.

**CERTIFICATION**

I hereby certify that all the information contained herein is true and correct to the best of my knowledge. I agree to abide by the regulations governing the said facility and/or property and be responsible for any charges incurred. I will supply Certificate of Insurance(s) as required.

If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any permit(s) issued.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20 \_\_\_\_ By \_\_\_\_\_ who is personally known to me or has produced  
\_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires:





**MAYOR MIKE SPANO  
CITY OF YONKERS**

**HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ AGREES TO PROTECT, DEFEND, INDEMNIFY  
Organization Name

AND HOLD THE CITY OF YONKERS AND ITS EMPLOYEES FREE AND HARMLESS FROM AND AGAINST ANY AND ALL LOSSES, CLAIMS, LIENS, DEMANDS AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER, INCLUDING THE AMOUNT OF JUDGEMENTS, PENALTIES, INTEREST COURT COST AND LEGAL FEES INCURRED BY THE CITY IN DEFENSE OF SAME ARISING IN FAVOR OF CLAIMS, LIENS, DEBTS, PERSONAL INJURIES, INCLUDING PERSONAL INJURIES SUSTAINED BY EMPLOYEES OF THE CITY, DEATH OR DAMAGE TO PROPERTY, INCLUDING PROPERTY OF THE CITY, AND WITHOUT LIMITATION BY ENUMERATION, ALL OTHER CLAIMS OR DEMANDS OF EVERY CHARACTER OCCURRING OR IN ANY WAY INCIDENT TO THE ACTIVITY BEING HELD AT

\_\_\_\_\_ AT ITS EXPENSE, AGREES TO, INVESTIGATE,  
Location

\_\_\_\_\_ IS,  
Organization Name  
HANDLE RESPOND TO, PROVIDE DEFENSE FOR AND DEFEND ANY CLAIM MADE AGAINST THE CITY FOR WHICH CLAIMS \_\_\_\_\_ IS,

\_\_\_\_\_ IS,  
Organization Name  
IN WHOLE OR PART, LIABLE AND \_\_\_\_\_  
Organization Name

AGREES TO BEAR ALL COST AND EXPENSES RELATED THERETO, INCLUDING ATTORNEY'S FEES AND COSTS EVEN IF SUCH CLAIM IS GROUNDLESS, FALSE OR FRAUDULENT.

\_\_\_\_\_  
Print Name of Representative

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
This 20 \_\_\_\_ by \_\_\_\_\_ who is personally known to me or has produced  
\_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires



**MAYOR MIKE SPANO**  
**CITY OF YONKERS STREET CLOSING**

**BUSINESSES'/RESIDENTS' APPROVAL FORM**

Pursuant to the provisions of the Code of the City of Yonkers, I the undersigned respectfully petition for the below-listed license in the City of Yonkers, and for that purpose, I hereby provide the following answers to the questions contained herein.

Sponsoring Individual or Organization: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Location: \_\_\_\_\_ Between: \_\_\_\_\_ and \_\_\_\_\_

Date(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Purpose of Street Closing:**

List below the approval signatures and addresses of residents residing on the street you are requesting to close (use additional paper if necessary):

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



**MAYOR MIKE SPANO  
CITY OF YONKERS**

**POLICE OFFICERS OUTSIDE SERVICES APPLICATION**

I request \_\_\_\_\_ police officer(s) for (date) \_\_\_\_\_ to work a detail for (event) \_\_\_\_\_ at (location) \_\_\_\_\_.

The hours of the detail are from \_\_\_\_\_ to \_\_\_\_\_ (Minimum 4 hours).

I understand that the services of a police supervisor may be required for some details. I request \_\_\_\_\_ police supervisor(s) to supervise the police officers assigned to the above detail. I fully understand that I will be billed for a minimum of four (4) hours at a rate of **\$128.00** per hour per police officer and **\$174.00** per hour per police supervisor, and that payment for a minimum of four (4) hours for each police officer or police supervisor requested will be required even if I cancel or postpone the event for any reason.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name Clearly Above

\_\_\_\_\_  
Date of birth

If signing as representative or agent of corporate or other entity: **(Please print clearly)**

Name of Organization: \_\_\_\_\_

Relationship of applicant to organization: \_\_\_\_\_

Telephone #: \_\_\_\_\_

A copy of applicant's driver license (or other documentary proof of identification) must be attached to this form.



**MAYOR MIKE SPANO  
CITY OF YONKERS**

**PARADE PERMIT APPLICATION**

TO: \_\_\_\_\_  
FOR: \_\_\_\_\_  
DATE: \_\_\_\_\_  
HOURS: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
CAUSE: \_\_\_\_\_

SUBJECT TO THE RULES AND REGULATIONS OF THE POLICE DEPARTMENT OF THE CITY OF YONKERS, NEW YORK.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner of Parks or Designee

NOT TO BE USED WITHIN 500 FEET OF HOSPITALS, SCHOOLS, OR SIMILAR INSTITUTIONS. NOT TO BE USED TO CREATE ANNOYING OR ABUSIVE NOISES WHICH WOULD TEND TO ENDANGER HEALTH, PEACE, COMFORT OR SAFETY OF THE GENERAL PUBLIC, A VIOLATION OF CITY ORDINANCE ART. B, SEC. 66-4. DURING ELECTION TIMES, MAY NOT BE AUDIBLE IN THE VICINITY OF POLLING PLACES, AND NOT TO BE USED IN VIOLATION OF NEW YORK STATE ELECTION LAWS. SOUND EQUIPMENT TO BE USED WITH LOW VOLUME SO AS NOT TO CREATE OFFENSIVE NOISE TO AREA BUSINESSES AND/OR RESIDENTS.



**MAYOR MIKE SPANO  
CITY OF YONKERS**

**SOUND PERMIT APPLICATION**

Requested by (Name): \_\_\_\_\_ (Organization): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

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

Purpose of Event: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

NOTE THIS REQUEST SHALL BE SUBJECT TO THE RULES AND REGULATIONS OF THE POLICE DEPARTMENT OF THE CITY OF YONKERS, NEW YORK. NOT TO BE USED WITHIN 500 FEET OF HOSPITALS, SCHOOLS, OR SIMILAR INSTITUTIONS. NOT TO BE USED TO CREATE ANNOYING OR ABUSIVE NOISES WHICH WOULD TEND TO ENDANGER HEALTH, PEACE, COMFORT OR SAFETY OF THE GENERAL PUBLIC, A VIOLATION OF CITY ORDINANCE ART. B, SEC. 66-4 DURING ELECTION TIMES, MAY NOT BE AUDIBLE IN THE VICINITY OF POLING PLACES, AND NOT TO BE USED IN VIOLATION OF NEW YORK STATE ELECTION LAWS. SOUND EQUIPMENT TO BE USED WITH LOW VOLUME SO AS NOT TO CREATE OFFENSIVE NOISE TO AREA BUSINESSES AND/OR RESIDENTS.

<b>For Office Use Only</b>	
Precinct Approval:	_____
Date:	_____
Permit # Assigned:	_____



**MAYOR MIKE SPANO  
CITY OF YONKERS**

**BANNER PERMIT APPLICATION**

Please complete the following information to request permission from the Department of Public Works to hang a Banner. Requests will be processed on a first-come/paid, first-serve basis and will be subject to a \$120.00 service fee per sign.

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Name of contact: \_\_\_\_\_

Contact telephone number: Fax #: \_\_\_\_\_

Email address: \_\_\_\_\_

Number of signs: \_\_\_\_\_

Dates to hang banner: Start: \_\_\_\_\_ End: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_  
(Maximum 7 days)

**Banner Specifications:**

1. Banner shall be made of a material capable of sustaining severe weather and high wind conditions.
2. Maximum dimension 4' high 15' length.
3. Include Air Holes.
4. Have attached metal eyelet spaced every two foot (2').
5. Supplied with one hundred (100') foot length of one quarter inch ( $\frac{1}{4}$ ) nylon rope.
6. Upon approval the banner must be delivered to the Public Works Department, 170 Saw Mill River Road two weeks prior to the event. Please call 914.377.6742 to schedule a drop off appointment. At the end of the event, please pick-up your banner at the above location within seventy-two (72) hours. If it is not picked-up, it may be discarded.

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

As a condition of approval, the applicant agrees that the City shall not be responsible to maintain the banner or correct placement of the banner (which may be needed as a result of winds, etc.) once the banner is installed. The City may take corrective actions at its discretion and as convenient to the City.

\_\_\_\_\_  
Commissioner of Public Works or Designee

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_



**MAYOR MIKE SPANO  
CITY OF YONKERS**

**COMBUSTIBLE BUREAU PERMIT APPLICATION PERMIT APPLICATION/RENEWAL FORM**

**Please fill out all of the below information as required:**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address City State Zip Code

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BUSINESS NAME / EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address City State Zip Code

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**What would you like to do (check one)?**

NEW PERMIT  RENEWAL  OTHER

PERMIT TYPE: Propane Use / Combustible Mixture Existing Permit # \_\_\_\_\_

FEE: 200lbs or less \$125 / 201lbs or more \$300

LOCATION OF PERMIT USE: \_\_\_\_\_

“NOT REQUIRED FOR “CERTIFICATE OF FITNESS, OIL BURNER INSTALLER, REFRIGERATION  
INSTALLER, TANK& PUMP INSTALLER. (REQUIRED FOR ALL OTHER PERMITS)

**FOR OFFICE USE ONLY**

PERMIT#: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ ANNUAL FEE \$: \_\_\_\_\_

PERMIT IS “VOID” UPON RELOCATION, CLOSING OF BUSINESS, FIRE CODE OR ZONING VIOLATIONS



**MIKE SPANO  
CITY OF YONKERS**

**DAILY GENERAL AND/OR FOOD VENDOR LICENSE APPLICATION**

**INSTRUCTIONS FOR USING THIS FORM**

**Please Note:**

**If the required supporting documents are not submitted with the application, it will result in the delay and/or denial of the application.**

**Requirements:**

1. Photocopy of a valid NYS Driver's License issued by the Motor Vehicle Department. If you do not have a NYS Driver's License, a copy of a Motor Vehicle issued NY State ID Card is required.
2. Certified check, money order, or cash for the Daily license fee (\$50.00).
3. Photocopy of New York State Vendor Certificate or Certificate Authority. If you do not have this card, call the NYS Department of Taxation at (914) 933-2204 for information as to how to apply for the card.
4. Proof of inspection by the Westchester Health Department. If you do not have this, please contact them at (914) 862-5247 to schedule an inspection.
5. Page 27 of this application

**VENDOR LICENSE MUST BE DISPLAYED WHILE CONDUCTING BUSINESS**

**LICENSING FEES AND EXPIRATION DATE**

\$50.00/day LICENSE EXPIRES FOLLOWING DAY OF ISSUANCE.



**SPECIAL SHOW, PROMOTION, FLEA MARKET**

Pursuant to the provisions of the Code of the City of Yonkers, I the undersigned respectfully petition for the below-listed license in the City of Yonkers, and for that purpose, I hereby provide the following answers to the questions contained herein.

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address : \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Height: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Are you a citizen of the United States?

If not, please provide a copy of your INS A Card and #: \_\_\_\_\_

Type of Business (if incorporated, please state): \_\_\_\_\_ Incorporated:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) of Special Show/Promotion/Flea Market From: \_\_\_\_\_ To: \_\_\_\_\_

Describe performance/event/ type of goods to be sold:

\_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested or convicted of a crime?

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

License #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, deposes and says that all of the answers in the foregoing application are true, and that the photographs attached hereto were taken within thirty (30) days of the date of this application.

Signature/Date: \_\_\_\_\_ Print Name: \_\_\_\_\_