

**SPECIAL EVENTS PERMIT (Page 1 of 2)**

PLEASE PRINT CLEARLY

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Name of Event: \_\_\_\_\_ Application Date: \_\_\_\_\_

**PERMITTEE INFORMATION**

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**EVENT INFORMATION**

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

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

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

Diagram Required (Attached): Yes:  No:

Other Permits Required: Yes:  No:

**\*\*\* APPLICATIONS SHOULD BE SUBMITTED AT LEAST 10 DAYS PRIOR TO EVENT. \*\*\***  
**APPLICATIONS SUBMITTED LESS THAN 10 DAYS PRIOR MUST BE SUBMITTED TO A POLICE SUPERVISOR**  
**FOR SPECIAL CONSIDERATION.**

**\*\*\* DISCLAIMER \*\*\***

**SEE PAGE 2 FOR THE HOLD HARMLESS AND INDEMNIFICATION AGREEMENT AND THE INSURANCE REQUIREMENTS**

THE CITY OF WHITE PLAINS DISCLAIMS ANY LIABILITY FOR  
 INJURY OR PROPERTY DAMAGE ARISING OUT OF OR INCIDENTAL TO THE ACTIVITIES OF THIS EVENT  
 City of White Plains Noise Ordinance Section 3-4-2 (General)

It shall be unlawful for any person to make, permit, allow, continue any loud, unnecessary noise....

**POLICE USE ONLY**  
**PUBLIC SAFETY REQUIREMENTS / RESTRICTIONS**

- |  |   |
|--|---|
| 1. <input type="checkbox"/> Limited to city sidewalks                        | 7. <input type="checkbox"/> Area to be policed by applicant (explain) |
| 2. <input type="checkbox"/> Sticks, poles prohibited                         | 8. <input type="checkbox"/> Use of streets prohibited                 |
| 3. <input type="checkbox"/> Loudspeaker / amplification equipment prohibited | 9. <input type="checkbox"/> Barricades needed                         |
| 4. <input type="checkbox"/> Police coverage necessary                        | 10. <input type="checkbox"/> Blocking sidewalk prohibited             |
| 5. <input type="checkbox"/> Blocking driveway / entrances prohibited         | 11. <input type="checkbox"/> Solicitations limited to 8 p.m.          |
| 6. <input type="checkbox"/> Theatrical Effects / Pyrotechnics                | 12. <input type="checkbox"/> Other (Please Explain): _____            |

**ROUTING INFORMATION**

- |  |   |
|--|---|
| <input type="checkbox"/> Police Chief                | <input type="checkbox"/> Building Department..... 422-1471      |
| <input type="checkbox"/> Asst. Chief                 | <input type="checkbox"/> Law Department..... 422-1231           |
| <input type="checkbox"/> Traffic Division            | <input type="checkbox"/> Parking Authority..... 422-1274        |
| <input type="checkbox"/> Traffic Captain             | <input type="checkbox"/> Parks & Recreation..... 422-1250       |
| <input type="checkbox"/> Tour Commander              | <input type="checkbox"/> Westchester County PD..... 864-7741    |
| <input type="checkbox"/> Fire Bureau                 | <input type="checkbox"/> Finance / Risk Management.... 422-1418 |
| <input type="checkbox"/> Mayor's Office.....422-1395 | <input type="checkbox"/> Other (Please Explain): _____          |

APPLICATION APPROVED:  DENIED:  **\*PERMITTEE'S SIGNATURE\*:**

\_\_\_\_\_  
 COMMISSIONER OF PUBLIC SAFETY

\_\_\_\_\_  
 PERMITTEE

\_\_\_\_\_  
 DATE

CITY OF WHITE PLAINS  
DEPARTMENT OF PUBLIC SAFETY

**SPECIAL EVENTS PERMIT (Page 2 of 2)**

**INSURANCE REQUIREMENTS FOR SPECIAL EVENTS PERMITS**

The permittee shall provide to the City of White Plains a Certificate(s) of Insurance for policies which must be in effect and continued so during the term of the event, in not less than the following amounts, with the City of White Plains, the White Plains Urban Renewal Agency and their respective officers, officials, employees, servants, agents as additional insured.

Commercial General Liability, each occurrence	-	\$1,000,000
Automobile Liability, combined single limit	-	\$1,000,000
NYS Workers' Compensation and Employees Liability	-	Statutory
NYS Disability	-	Statutory

Said Certificate(s) to provide for at least 30 days notice to the City of White Plains, prior to cancellation.

In addition, permittee shall execute the attached Hold Harmless and Indemnification agreement and return it with the proper Insurance Certificate(s). The form and content of the policies and agreement shall be subject to the approval of the City of White Plains.

The permittee shall include all subcontractors as insured's under its policies or shall obtain separate certificates and endorsements for each subcontractor.

**\*\* PLEASE READ AND SIGN \*\***

**\*\*\* HOLD HARMLESS AND INDEMNIFICATION AGREEMENT - SPECIAL EVENTS PERMIT \*\*\***

The permittee shall save, keep, indemnify and hold harmless the City of White Plains, the White Plains Urban Renewal Agency and their respective officers, officials, employees, servants, agents and volunteers from and against all liability injury, loss or damage, costs or expenses in law or in equity that may at any time arise directly or indirectly by reason of or in course of performing work or on producing the event which may be occasioned by any willful or negligent act or omission of the permittee, any of the permittee's employees, volunteers or any subcontractor. The foregoing provisions shall not be construed to cause the permittee to indemnify the City of White Plains or the White Plains Urban Renewal Agency from its sole negligence.

I have read, understood, and agree with all of the above terms:

Dated: \_\_\_\_\_

Permittee: \_\_\_\_\_

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

Signature of Permittee's Authorized Officer: \_\_\_\_\_

Witness: \_\_\_\_\_