

Town of Eden

2795 East Church St.
Eden, NY 14057
(716) 992-3408

SPECIAL EVENT PERMIT APPLICATION



Date of Application _____ Please complete this form and return to the Supervisor's office

Name/Type of Event _____ Purpose of Event _____

Organization _____ Address _____

Event Planner Name _____ Phone # _____ Email _____

Location* _____ Anticipated Peak Attendance _____

Date(s) of Event _____ Hours of Event _____

Will the following be at your Event? (Check all that apply)

Food _____ Alcohol** _____ Tents _____ Number of Tents and sizes _____

Will cooking be done under a tent? _____ Fireworks _____ Hazardous Materials _____

Music _____ Live _____ Recorded _____ PA System _____

Will streets be closed for this Event? _____ Name of Street(s) _____

Will you require any Town services (Police, Fire, EMS, Emergency Manager, Recreation, Highway Dept)?

*** Map or sketch showing detailed location**

****Copy of liquor license is required**

IF USING TOWN OWNED PROPERTY – CERTIFICATE OF INSURANCE IS REQUIRED:

A Certificate of Insurance naming the Town of Eden as an additional insured is required in the event the applicant and or the intended users shall place a tent or other structure upon Town owned property and the general liability shall be in the amount of at least \$1,000,000.

REVIEWED BY:(Please Initial)

Town Supervisor: _____ EMS: _____ Emergency Manager: _____

Fire Chief: _____ Highway: _____ Police: _____ Rec Director: _____

APPROVED BY:

Building Inspector: _____ Date: _____

The Town of Eden requires a Special Event Permit Application to be filled out for any event that has a significant impact on our community. This is any event that uses community resources such as Police, Fire, Eden Emergency Squad and/or Highway Department. There is no fee for this permit.

PLEASE NOTE: Applications must be submitted at least 30 days prior to your event and before the event is advertised.

Completed applications along with required documentation can be submitted to the Town Clerk's office.

Town of Eden
2795 East Church Street
Eden NY 14057

Phone: 716-992-3408
Fax: 716-992-4131