

VILLAGE OF PELHAM
APPLICATION FOR A SPECIAL EVENT
INCLUDING STREET AND/OR SIDEWALK OBSTRUCTIONS

(Sidewalk Sales, Parades, Bake Sales, Celebrations, Door to Door Canvass, Information Booth, Protests, Vigils, and other events)

Name of Event: _____

Purpose of Event: _____

Contact Person: _____

Address and Telephone: _____

Date(s) and Time of Event: _____

Event Location: _____

Activities Planned: _____

Setup and Equipment: _____

Insurance

Coverage Date: _____ Coverage: _____

Other Information: _____

Authorization of Merchant(s)

Name of Establishment/Merchant: _____

Signature: _____

Name of Establishment/Merchant: _____

Signature: _____

Village Board Approval (if applicable): _____ **Approved** _____ **Disapproved** _____

Village Admin. Approval (if applicable): _____ **Approved** _____ **Disapproved** _____

Comments: _____

cc: Police, Fire, Building and Public Works

Special Event Guidelines:

1. Any individual or group wishing to hold a special event in the Village of Pelham must file an application with the Village Clerks's Office.
2. The applicant will receive written confirmation from the Village Clerk's Office when approval has been granted.
3. The Police Chief, Fire Chief, Building Inspector, and Superintendent of Public Works will be notified of the event by the Village Clerk's Office.
4. For special events to be held on sidewalks, permission allowing the use of the sidewalk must be obtained from abutting merchant(s) and forwarded to the Village Clerk's Office as part of this application.
5. All Village ordinances shall be heeded. This includes the prohibition of fireworks as specified in the Village Code.
6. Pursuant to § 68 of the Village Code, the consumption of alcohol on public property is prohibited unless special permission is granted by the Village.
7. Complaints of non-compliance could result in disbanding the event, forfeiting the right to hold such events in the future, or both.

WAIVER AND RELEASE OF LIABILITY

IN CONNECTION WITH work to be performed and/or other activities (collectively, the “Activities”) to be conducted at:

I, _____, with an address of _____

_____, on behalf of myself and/or as the duly designated

representative of _____ with an address of _____

_____, in exchange for good and valuable consideration, the receipt of which is hereby acknowledged:

HEREBY AGREE TO WAIVE, RELEASE, AND DISCHARGE the Village of Pelham and its officials, servants, agents, assigns, employees, insurers and/or representatives (collectively, the “Village of Pelham”) from any and all liability, including, without limitation, liability for death, disability, personal injury, property damage, actions and/or claims of any kind that may hereafter occur related to the Activities; and

HEREBY AGREE TO INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the Village of Pelham from or for any and all liabilities or claims related to the Activities.

This Waiver and Release of Liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS DOCUMENT IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Signature

Date

Witness

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/5/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Foa & Son Corporation 68 South Service Road, Ste 210 Melville NY 11747-2357	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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INSURED
Sample Contractors Insurance Requirements

COVERAGES **CERTIFICATE NUMBER** Sample Contractors **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED (INSR LTR)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
☒	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	☒ Y ☐ N				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
☒	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ☐ HIRED AUTOS	☒ Y ☐ N				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Full Glass Coverage \$
☒	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTIONS \$ 10,000	☒ Y ☐ N				EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N N/A				PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Village of Pelham, NY, assigns, officers, employees, volunteers, representatives, and agents are included as additional insured for the above General Liability, Automobile Liability and Umbrella Liability policies. The Village of Pelham, NY, assigns, officers, employees, volunteers, representatives, and agents are included in a Waiver of Subrogation Endorsement for the above General Liability, Automobile Liability, Workers Compensation and Umbrella Liability policies. The above policies are Primary and Non Contributory basis to any the Certificate Holder may maintain.

CERTIFICATE HOLDER Village of Pelham, NY 195 Sparks Avenue Pelham, NY 10803	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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