



VILLAGE OF PENN YAN APPLICATION FOR SPECIAL EVENTS

Village Hall – 111 Elm St, Penn Yan, NY 14527 • 315-536-3015 • 315-536-3374



The Village of Penn Yan encourages the occurrence of special events that promote high quality of life, provide entertainment and other activities, promote economic growth, attract visitors and contribute to the sense of community. It is the Village's intent to offer all applicants support in planning a variety of safe and successful events while creating minimal disruptions.

The Village of Penn Yan requires a complete application packet for all events taking place on public property, including but not limited to streets, sidewalks, parks, and trails. **All applications must be received 60 days prior to the proposed event date.** The application packet and supporting documents will be presented at the Public Safety Committee Meeting (held the second Tuesday of each month at 3:00pm at Village Hall) and at the Village Board Meeting (held the third Tuesday of each month at 6:00pm at Village Hall). **Attendance by the primary event coordinator at each meeting is required (in person or via phone conference) to answer questions regarding the event, even for those events that occur on an annual basis.**

All events carry a **\$150.00** non-refundable application and administrative review fee. Event types are listed below:

EVENT TYPE	DESCRIPTION
Festival	A festival has one or more of the following: (1) Entertainment (2) Vendors selling food products or wares (3) Carnival games and/or amusement rides (4) Attendance doubling the estimated population in the area where event is being held (5) Events that require shut down of street(s).
Moving Athletic (Race/Walk)	Includes races, runs, walks or other athletic competitions that take place on sidewalks or trails. The Police Department will determine if the size of the event requires the use of the streets.
Parade/Motorcade	A parade is a public procession/march on the street.
Other	Provide a detailed description of your event.

Completed applications with corresponding fees and attachments should be mailed or dropped off to Village Hall at 111 Elm Street/PO Box 426, Penn Yan, NY 14527, or emailed to deputyclerk@villageofpennyan.com. Applications will be reviewed by necessary Boards/Committees and all other interdepartmental staff. Departments may reach out directly to the applicant to discuss event, work to resolve issues and satisfy necessary requirements.

Applicants should not announce or advertise event until event application is granted approval. Per Village Code, all advertisements for the event may not be placed in the Village right of way. Applicants should also be aware that other fees, including but not limited to street closures, fire safety inspections, emergency planning, Village equipment rental, or other service fees may be assessed.

Once all approvals have been given and permit is granted, the applicant will be notified by phone call or email. **Contingent approval may be revoked if missing documentation and fees are not received 10 days prior to the event.**

REQUIRED EVENT INFORMATION

Please complete this form in its entirety. Incomplete forms will result in a delay in processing and/or denial of your request.

EVENT DETAILS AND COORDINATOR CONTACT INFORMATION

Name of Event: _____

Event Type:

☐ Festival ☐ Moving Athletic (Race/Walk) ☐ Parade/Motorcade ☐ Other

If Other, provide detailed description of event:

Event Location / Address: _____

Event Date(s): _____ to _____

Event Time(s):

Set Up Time: _____ ☐ AM ☐ PM to _____ ☐ AM ☐ PM on _____

Event Time: _____ ☐ AM ☐ PM to _____ ☐ AM ☐ PM on _____

Break Down Time: _____ ☐ AM ☐ PM to _____ ☐ AM ☐ PM on _____

Organization or Individual Coordinating Event:

Name: _____

Address (City, State, ZIP): _____

Phone: _____

Email: _____

Purpose of Event: _____

Primary Event Coordinator's Information (if different from above):

Name: _____

Address (City, State, ZIP): _____

Phone: _____

Email: _____

Has the event been held in Penn Yan in previous years? ☐ Yes ☐ No

If yes, last date held: _____

Estimated total attendance (includes event attendees, spectators, vendors/other participants, event staff, etc.):

EVENT ELEMENTS

ELEMENT	DESCRIPTION	INFORMATION NEEDED
Admission/Registration Charge	Applicable if a fee will be required for event.	Registration Fee: _____
Alcohol Sale/Use/Consumption	Events with alcohol sale or use/consumption will require the following: -Certificate of Liability Insurance with the Village listed as additional insured from alcohol vendor(s).	☐ Event will have alcohol sale/use/consumption. I understand supplemental documentation will be required. ☐ Event will not have alcohol sale/use/consumption.

EVENT ELEMENTS		
ELEMENT	DESCRIPTION	INFORMATION NEEDED
	-Submission of a diagram to scale of locations of sale or dispensing. -Signature on Alcohol Agreement for Events or Festivals from event coordinator. -Alcohol vendor(s) will be required to obtain a Special Event Permit from New York State Liquor Authority for the event. The Village will provide a Landlord Authorization Form for each alcohol vendor.	
Amplified Sound	Per Village Code, amplified sound must end by 10:00pm.	☐ Event will have amplified sound, and I understand all amplified sound must end by 10:00pm. ☐ Event will not have amplified sound.
Animals	Events with animals present may be subject to a cleaning deposit of \$500.00.	☐ Event will have animals. I understand a cleaning deposit may be required for my event. Please list type and number of animals and how they will be incorporated into the event: ☐ Event will not have animals.
Fireworks	New York State requires local agencies to issue fireworks permits that address safety issues to better protect people and property. Only NYS licensed pyrotechnicians are permitted, and the Fireworks Display Permit will be required to be submitted with the Event Application, and an additional fee for the permit will be assessed.	☐ Event will have fireworks, and the Fireworks Display Permit paperwork will be submitted. I understand there is an additional permit fee. ☐ Event will not have fireworks.
Fire Police Presence	The Penn Yan Fire Department offers Fire Police for assistance at events. If Fire Police presence is needed, a completed Request for Use of Penn Yan Fire Police must be submitted with the Event Application, and additional fees will apply. Site plans must include the locations where Fire Police presence will	☐ Event will require Fire Police presence, and the Request for Use of Penn Yan Fire Police will be submitted. I understand there are additional fees for this service. ☐ Event will not require Fire Police presence.

EVENT ELEMENTS		
ELEMENT	DESCRIPTION	INFORMATION NEEDED
	be used and what time frame they will be necessary for.	
Fire Safety	Vendors using fuel for cooking or non-cooking demonstrations within 15 feet of a structure may be subject to fire safety inspection by the Code Enforcement Office. Site plans must notate locations of fuel sources for review and approval. All food trucks producing smoke or grease-laden vapors require an Operating Permit issued by the Village of Penn Yan. Permits are valid for one year. Vendors needing a permit can call Code Enforcement at 315-536-6397 to schedule an inspection prior to the event. Application and fee apply. <i>Inspections will not be conducted during the event.</i>	☐ Event vendor(s) will be using fuel for cooking or non-cooking demonstrations. Please check all that apply to event: Cooking sources – ☐ Propane/Natural Gas ☐ Solid Fuel (wood, charcoal) ☐ Electric Non-cooking demonstrations utilizing – ☐ Propane ☐ Pyrotechnics ☐ Open Flames ☐ Event vendor(s) will not be using fuel for cooking or non-cooking demonstrations.
Food/Beverage Vending	Will food and beverage service be offered?	☐ Event will offer food and beverage service. The following items will be provided to event attendees: ☐ Event will not offer food and beverage service.
Food Trucks/Trailers	All food trucks producing smoke or grease-laden vapors require an Operating Permit issued by the Village of Penn Yan. Permits are valid for one year. Vendors needing a permit can call Code Enforcement at 315-536-6397 to schedule an inspection prior to the event. Application and fee apply. <i>Inspections will not be conducted during the event.</i> All food vendors will be required to provide a New York State Temporary Food Service Operator Permit to serve food at events.	☐ Food trucks will be present at the event. Please list all vendors: ☐ Operating Permit for food trucks issued by the Village of Penn Yan. ☐ Food trucks/trailers will not be present at the event.

EVENT ELEMENTS		
ELEMENT	DESCRIPTION	INFORMATION NEEDED
Garbage/Recycling	All events with garbage cans are subject to a cleaning deposit of \$500.00. Event coordinator will be responsible for disposal of event garbage and recyclables. Trash cans without liners may be requested for use from Public Works on the Supplies Request Form . Event coordinator must supply 60 gallon can liners and empty all receptacles as well as clear streets/sidewalks of any event debris by the morning following the event.	☐ A cleaning deposit of \$500.00 has been provided to the Village Deputy Clerk.
Hold Harmless Agreement	All event coordinators are required to review and sign the Village Hold Harmless Agreement .	☐ The Hold Harmless Agreement has been reviewed and signed.
Insurance	All events require liability insurance in the amount of \$1 million / \$2 million listing the Village of Penn Yan as additional insured. The address below may be provided to insurance companies: Village of Penn Yan 111 Elm St, PO Box 426 Penn Yan, NY 14527	☐ Certificate of Liability Insurance has been submitted. ☐ Certificate of Liability Insurance is forthcoming.
Lifeguards	During summer months, lifeguards are on-duty at Indian Pines and Red Jacket Parks. For events in and around the beachfront, the Village can provide lifeguarding services for an additional fee.	☐ Event will require Village provided lifeguard services. I understand there are additional fees for this service, and I will coordinate directly with the Department of Public Works for this request and complete the additional Lifeguard Request Form for this service. ☐ Event will not require lifeguard assistance.
Park, Facilities, or Pavilion Usage	If the event will be held in a Village park or require utilization of facilities such as Tennis/Pickleball Courts or park pavilions, an additional fee or documentation may be required.	☐ Parks, facilities or pavilions will be used for this event. I understand there may be an additional fee or documentation to submit. ☐ Parks, facilities or pavilions will not be used for this event.
Parking	Locations for sufficient parking should be considered for each event.	☐ Check here if Village owned parking lot use is being requested.

EVENT ELEMENTS		
ELEMENT	DESCRIPTION	INFORMATION NEEDED
	Permission must be granted for use of any Village owned parking lots.	Requested parking lot(s): _____ _____
Police Department Presence	The Penn Yan Police Department offers Police Officers for assistance at events. If Police presence is needed, coordination with the Police Chief is required, and additional fees will apply. Site plans must include the locations where Police presence will be used and what time frame they will be necessary for.	☐ Event will require Police presence, and coordination with the Police Chief will be completed. I understand there are additional fees for this service. ☐ Event will not require Police presence.
Power Supply	The Municipal Electric Department can supply power to various areas of the Village for events. Event coordinators should indicate electrical utility needs on the Supplies Request Form and provide a detailed map of connection locations. Electrical will be billed to the event coordinator once the event is done. If the Electric Department is called out for an issue caused by the event, the event coordinator will be responsible for the cost of the call out.	☐ The event will require electrical connection. I have completed the electrical utility needs section of the Supplies Request Form and provided a detailed map of connection locations. ☐ The event will not require electrical connection.
Restrooms	How will event attendees utilize restrooms at the event (ie – porta potties, Village public restrooms, etc)? If Village public restroom use is requested, this will need to be coordinated to determine if there is sufficient capacity based on event size and expected attendance.	☐ The event is requesting use of Village public restrooms. I will coordinate the needs with the Village based on the event size and expected attendance. ☐ Porta potties will be set up at the event site.
Route for Runs/Walks/Bike Races or Parades	A detailed map and written turn by turn directions for routes on Village roads, sidewalks, or park trails must be submitted with the application packet for review and approval by the Public Safety Committee and Village Board.	☐ Planned route will be on roads/sidewalks and routes are attached. ☐ Planned route will be on park trails and routes are attached. ☐ Event is not a run/walk/bike race or parade and no route is attached.

EVENT ELEMENTS		
ELEMENT	DESCRIPTION	INFORMATION NEEDED
Site Plans	A site plan must be submitted for all events with locations of the following noted, if applicable: -Food vendors -Other vendors -Alcohol serving/sale areas -Activities -Restrooms -Street closures -Police or Fire Police placement -Placement of all Village supplies (submit Supplies Request Form) - Temporary signs are prohibited in the Village right-of-way.	☐ A detailed site plan has been included with my application packet. ☐ A detailed site plan is forthcoming. I understand if a site plan is not submitted at least 30 days prior to my event date, the event may be cancelled.
Street Closures or Traffic Control	It is within the Village's sole discretion to approve street closures and/or traffic control for any or all events. Factors concerning traffic, health, safety, and welfare will be taken into consideration.	☐ Street closures and/or traffic control may be needed for the event. ☐ Street closures will not be needed for the event.
Supplies Request	Village owned supplies may be requested for use at events subject to a deposit of \$500.00. A Supplies Request Form will need to be submitted with the application packet.	☐ The event will require use of Village owned supplies. I have completed Supplies Request Form and provided a detailed map of where supplies will be placed. ☐ A supply deposit of \$500.00 has been provided to the Village Deputy Clerk. ☐ The event will not require use of Village owned supplies.
OFFICE USE ONLY		
Date application received: _____ Application fee paid: _____ Public Safety Committee approval date: _____ Village Board approval date: _____ Fees received: _____ Fees waived: _____		



VILLAGE OF PENN YAN FIREWORKS DISPLAY PERMIT

Village Hall – 111 Elm St, Penn Yan, NY 14527 • 315-536-3015 • 315-536-3374



This guide has been written to aid applicants in the understanding and appreciation of the Fireworks Display Permit process. The Village wants all applicants to have an explanation of the rules and standards of this permit based on the New York State Law Section 405.00.

Why must a permit be issued?

In 2009, New York State made major changes to laws that control fireworks and pyrotechnics. These changes expanded the role of local agencies for displays of fireworks at private events such as weddings and parties. The law now requires local agencies to issue permits that address safety issues to better protect people and property. The Village of Penn Yan is required to issue this Fireworks Display Permit for all events, public and private, within Village limits.

What must the site plan include?

In accordance of the New York State Penal Law Section 405.00(2)(f), a diagram of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged, the location of all buildings, highways and other lines of communication, the lines behind which the audience will be restrained and the location of all nearby tree, telegraph or telephone lines or other overhead obstructions. Be sure to also include fall out radius and distance to audience and parking area.

What other agencies must be notified?

Penn Yan Police Department – 315-536-4426

Yates County Sheriff's Office – 315-536-4438

Penn Yan Fire Department – 315-536-6111

Application Check List, must be completed and turned in with Special Events Application:

- ☐ Completed Fireworks Display Application
- ☐ Liability insurance (Event Sponsor/Property Owner - \$1 million min)
- ☐ Liability insurance (Operator - \$1 million min)
- ☐ Application fee \$25.00
- ☐ Site Plan (attach diagram)
- ☐ NYS DOL Explosives License
- ☐ MSDS (Material Safety Data Sheet)

Fireworks Display Permit Application Form – Village of Penn Yan

This form is to be completed by an owner of the property which the display of fireworks will be held.

Contact information:

Owner(s) Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Firework Company Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

NYS DOL Explosives License #: _____ Expires: _____

Pyrotechnician's Information (must be onsite):

Operator* Name: _____

NYS Certification No: _____ Expires: _____

Date of Birth: _____

Authorized Assistant Name: _____

NYS Certification No: _____ Expires: _____

Date of Birth: _____

Authorized Assistant Name: _____

NYS Certification No: _____ Expires: _____

Date of Birth: _____

Authorized Assistant Name: _____

NYS Certification No: _____ Expires: _____

Date of Birth: _____

Authorized Assistant Name: _____

NYS Certification No: _____ Expires: _____

Date of Birth: _____

Authorized Assistant Name: _____

NYS Certification No: _____ Expires: _____

Date of Birth: _____

Authorized Assistant Name: _____

NYS Certification No: _____ Expires: _____

Date of Birth: _____

*The operator, who shall be a Certified Pyrotechnician, is responsible for ensuring that the fireworks display conforms to the standards for NFPA 1123. The operator also must authorize and supervise everyone else who works on the displays as "Authorized Assistants." See 12 NYCRR Subpart 61-2.2 Definitions.

Fireworks Display Information:

Date & Time of Display: _____

Rain Date for Display: _____

Display Location: _____

Please describe the number and kind/size of fireworks to be discharged: _____

Please describe the storage of fireworks before the display: _____

Will display be fired (check one): ☐ Manually ☐ Electronically ☐ CombinedWill mortars be reloaded during the display? (check one) ☐ Yes ☐ No**Please list dates Emergency Services was contacted:**

Penn Yan Police Department: _____

Name of person contacted: _____

Yates County Sheriff's Office: _____

Name of person contacted: _____

Penn Yan Fire Department: _____

Name of person contacted: _____

I attest that all the information contained in this permit application is accurate, true and complete to the best of my knowledge, and I understand that false statements made in this permit application are subject to the applicable provisions of the NYS Penal Law.

Signature_____
Printed Name_____
Date

CC: Fire Department
Police Department
Code Enforcement Office

Event Application

Hold Harmless Agreement

In consideration of the privilege herein granted, Licensee will not claim any damages from Licenser in connection with or on account of any injuries or damages arising in or on the above-described property while being used by Licensee and Licensee's guests, or invitees. Licensee further agrees to indemnify and hold harmless Licenser from all claims or damages, including costs of the defense thereof, in connection with the use of the property by Licensee and Licensee's guests, or invitees. Licensee shall also be responsible for any damage to the facility caused by either Licensee, Licensee's guest, invitees and/or agents.

Name of Event: _____

Date(s) of Event: _____

Location of Event: _____

Event Representative Name: _____

Event Representative Signature: _____

Date: _____

Clerk/Treasurer Name: _____

Clerk/Treasurer Signature: _____

Date: _____



Village of Penn Yan Supplies Request Form



REQUEST FOR SUPPLIES MUST BE SUBMITTED WITH YOUR APPLICATION AND FINALIZED NO LATER THAN 10 DAYS PRIOR TO YOUR EVENT. PLEASE USE INCLUDED PRE-APPROVED ROUTE MAPS AND ELECTRICAL AVAILABILITY MAP AS REFERENCE WHEN COMPLETING REQUEST.

Organization:	
Billing Address:	
Event Name:	Date of Event:
Event Address:	
Contact Name:	
Contact Phone:	
Contact Email:	

Traffic Devices (Qty)*

	Cones (20 Max)
	Traffic Barrels (10 Max)
	Street Closed Sign (4 Max)
	16 ft Yellow Barricade (18 Max)
	4 ft White Barricade (4 Max)
	Right Turn Only Signs(3 Max)

Traffic devices will be left on-site for event organizer to set up and tear down. Once event is completed, items will be placed at the location below for Public Works pick up:

Other (Qty)

	Garbage Cans (60 Gal; liners supplied by event; subject to \$500.00 cleaning deposit)
	Water Hookup - Only available at Indian Pines (\$50.00 each plus consumption based on current water rates)
	Request for event/site salting or plowing

Affirmations (Initial)

	All borrowed equipment will be cleaned and returned to the predetermined location provided above within 24 hours of the completion of the event.(subject to \$500.00 supply deposit)
	I agree that I will be responsible for emptying event garbage as well as the care and handling of the borrowed Public Works equipment.
	I will submit a detailed diagram of locations where Village supplies will be used or where power supply is needed with my application packet.
	I agree to return all park land, Village streets, and/or Village owned facilities back to the condition they were prior to my event.
	I understand that if Village staff are called out in relation to my event, I will be responsible for the cost of the call out.

Electric Utility Needs (Qty)

Review attached maps for location of available power boxes and please complete attached electric load request form

	Access to Existing Portable Electric Power Box Hookup (\$75.00/ea)
	Installation of Temporary Portable Electric Power Box Hookup (\$150.00/ea)
	Temporary Electric Service (with Meter), Fully Billable Based on Installation and Consumption

Helpful Information Regarding Electric Use During Events

The power tripped, what do I do?

1. Unplug all devices from the outlet.
2. Check if the GFCI is tripped and hit the RESET button.
3. Plug in and see if outlet works, only plugging in one item at a time.
4. If the outlet still doesn't work, call PYMUB at (315)536-3374. **If PYMUB is called out and it is determined to be not a Village issue, the event holder will be billed for the call out.**
5. If using an extension cord, ensure they are heavy duty outdoor rated extension cords. The shortest cord to reach the equipment should be used.

Event Representative Signature: _____

Date: _____

ELECTRIC LOAD REQUEST – SPECIAL EVENTS

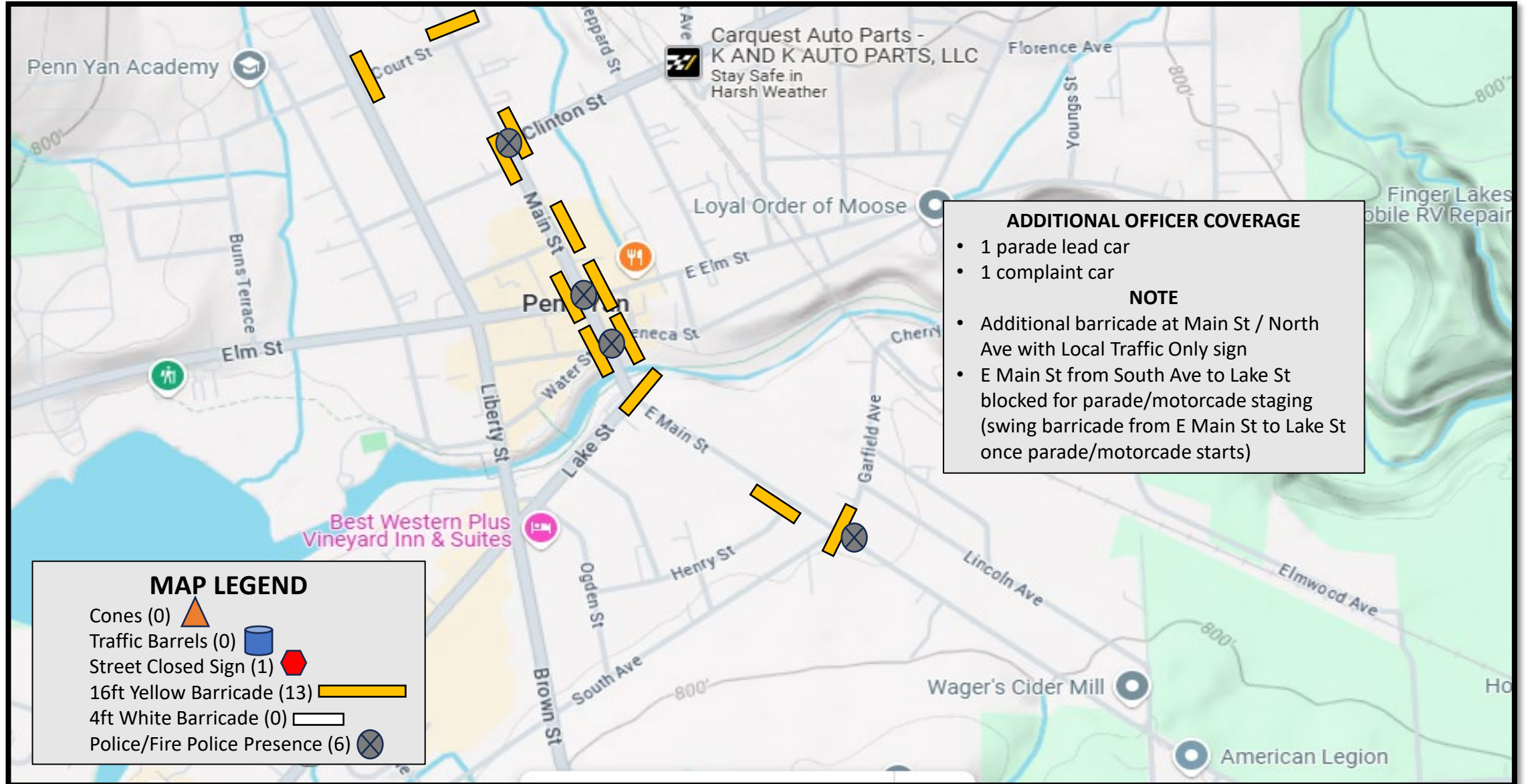
To ensure public safety and reliable service, any special event requesting electric service must submit an electrical load request as part of the supplies request form. Based on this request, PYMUB will determine if temporary box hookup or temporary service will be required.

Please list all electrical equipment to be used during the event, (examples include food truck equipment, food fryers, warmers, coffee machines, inflatables, etc.):

[illegible]

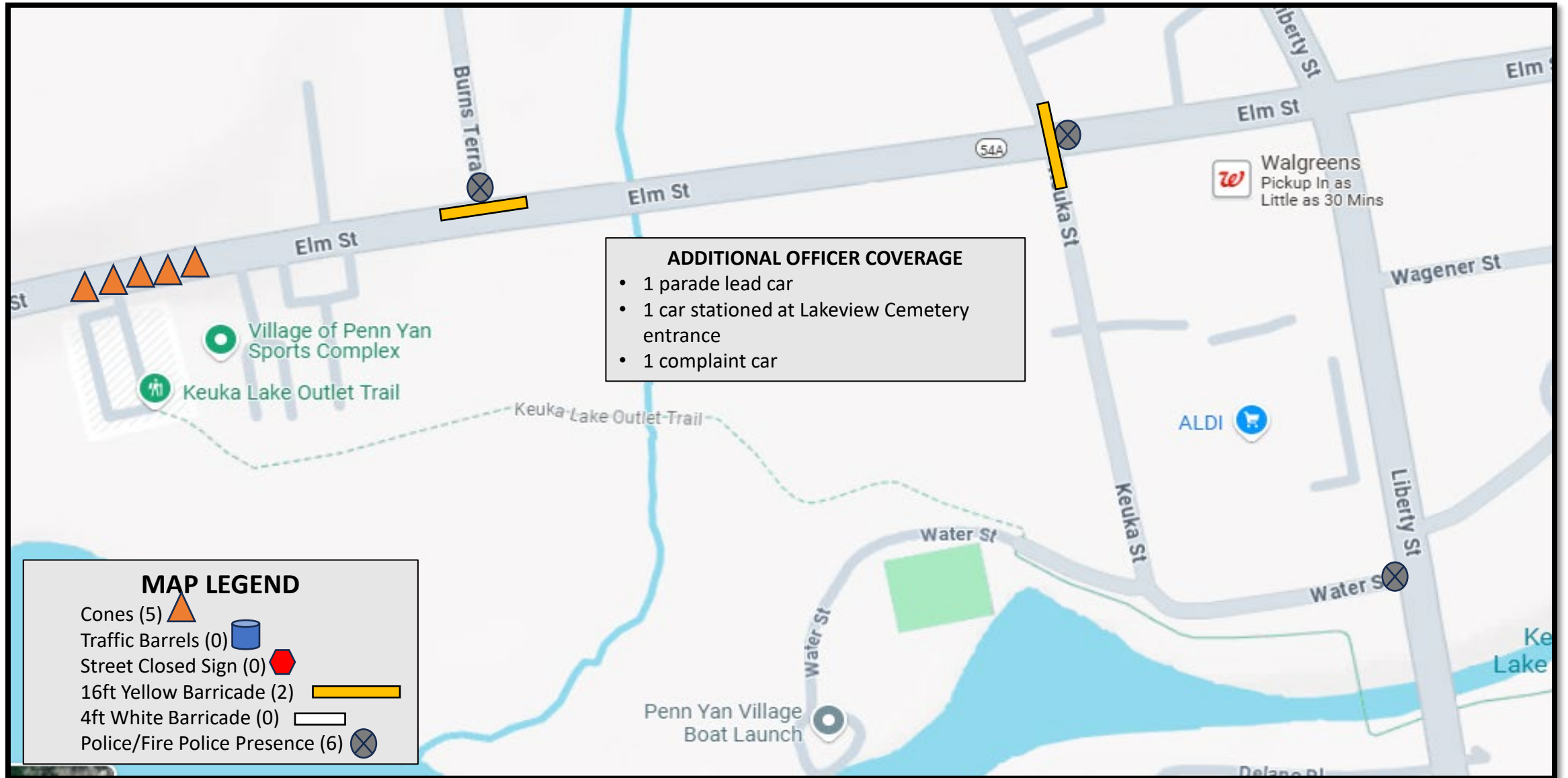
Approved Parade/Motorcade Route

E Main St > Main St > Turn left on Court St > end at Penn Yan Academy
(American Legion Memorial Day Parade, Yates County Chamber StarShine)



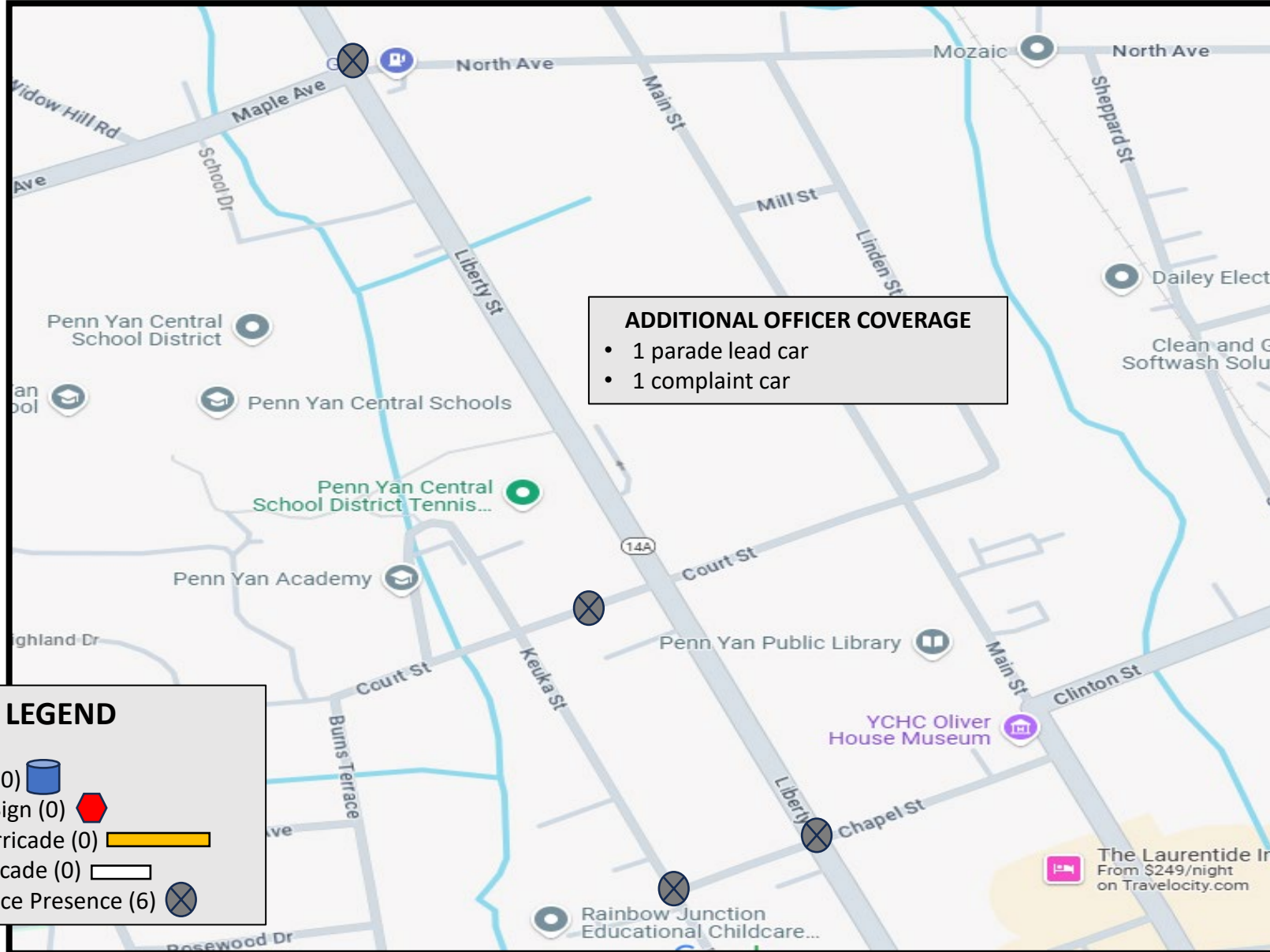
Approved Parade/Motorcade Route

Boat Launch / Water St > Keuka St > Elm St > End at Elm St Ball Fields
(Penn Yan Youth Baseball and Softball Parade)



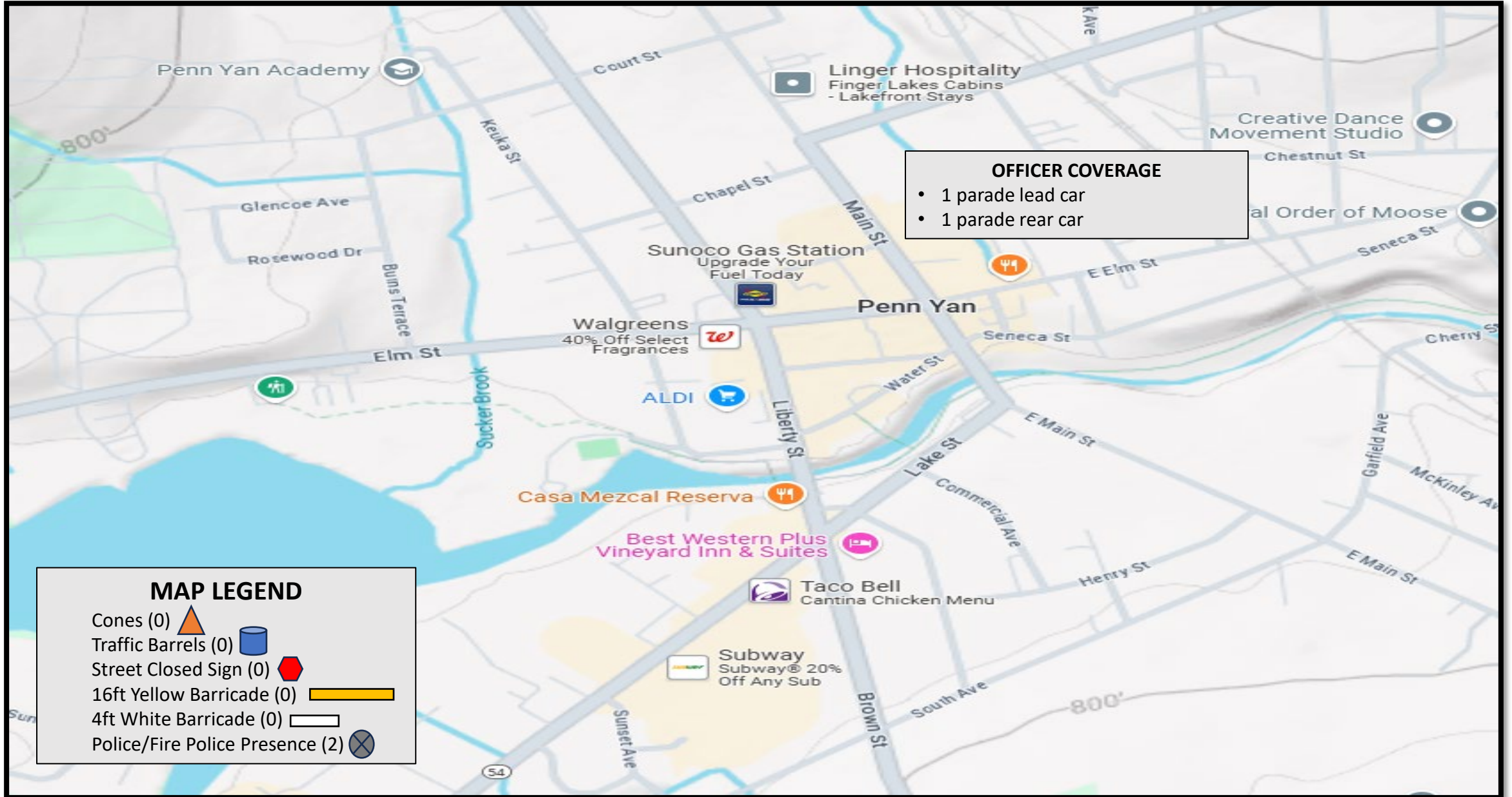
Approved Parade/Motorcade Route

Start at Penn Yan Academy > Court St > Keuka St > Chapel St > Liberty St > End at Penn Yan Middle School
(Penn Yan Academy Homecoming Parade)



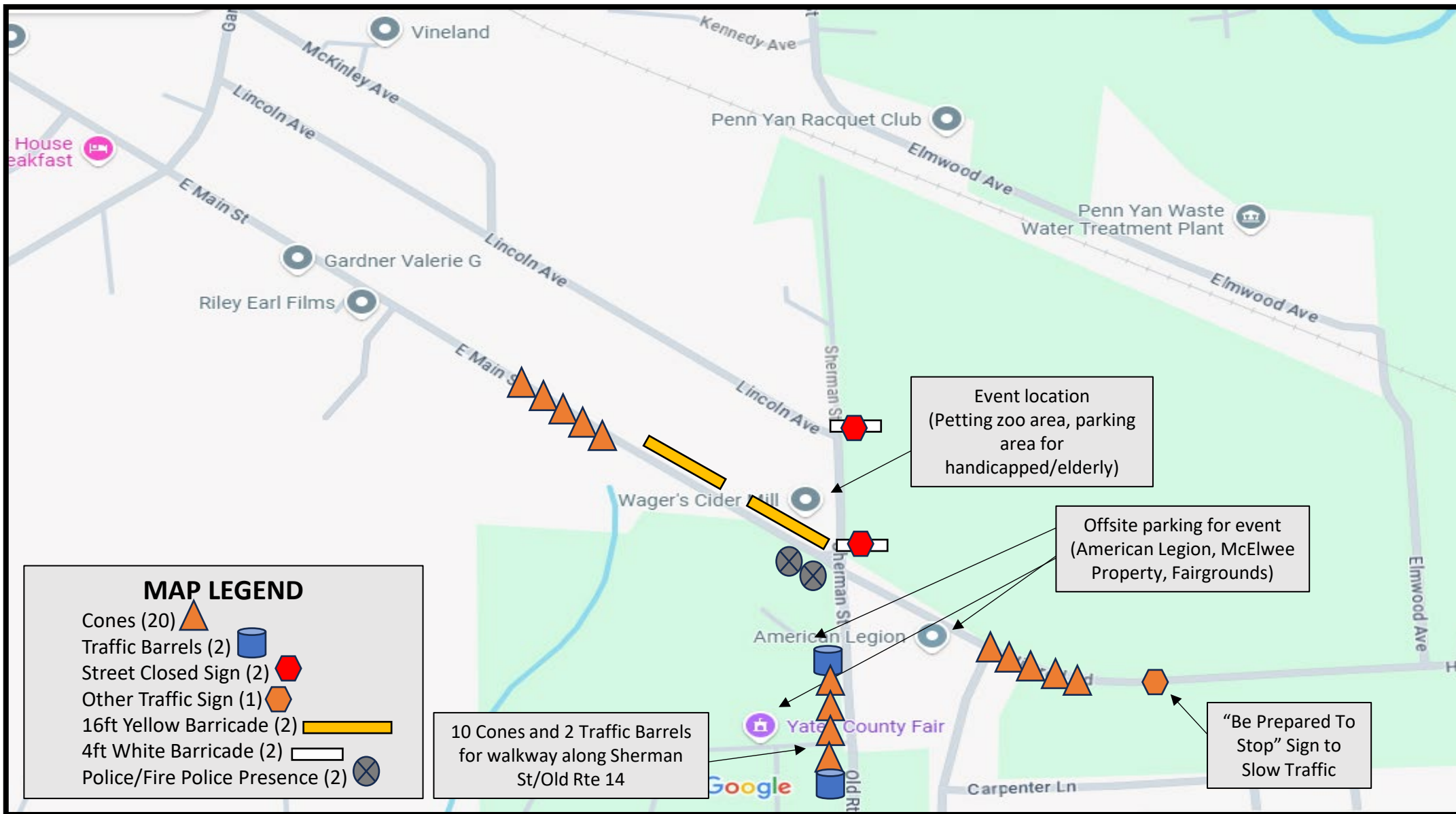
Approved Parade/Motorcade Route

Court St > Main St > Lake St > Route 54A
(Penn Yan Academy Operation Graduation)



Approved Event Site Plan

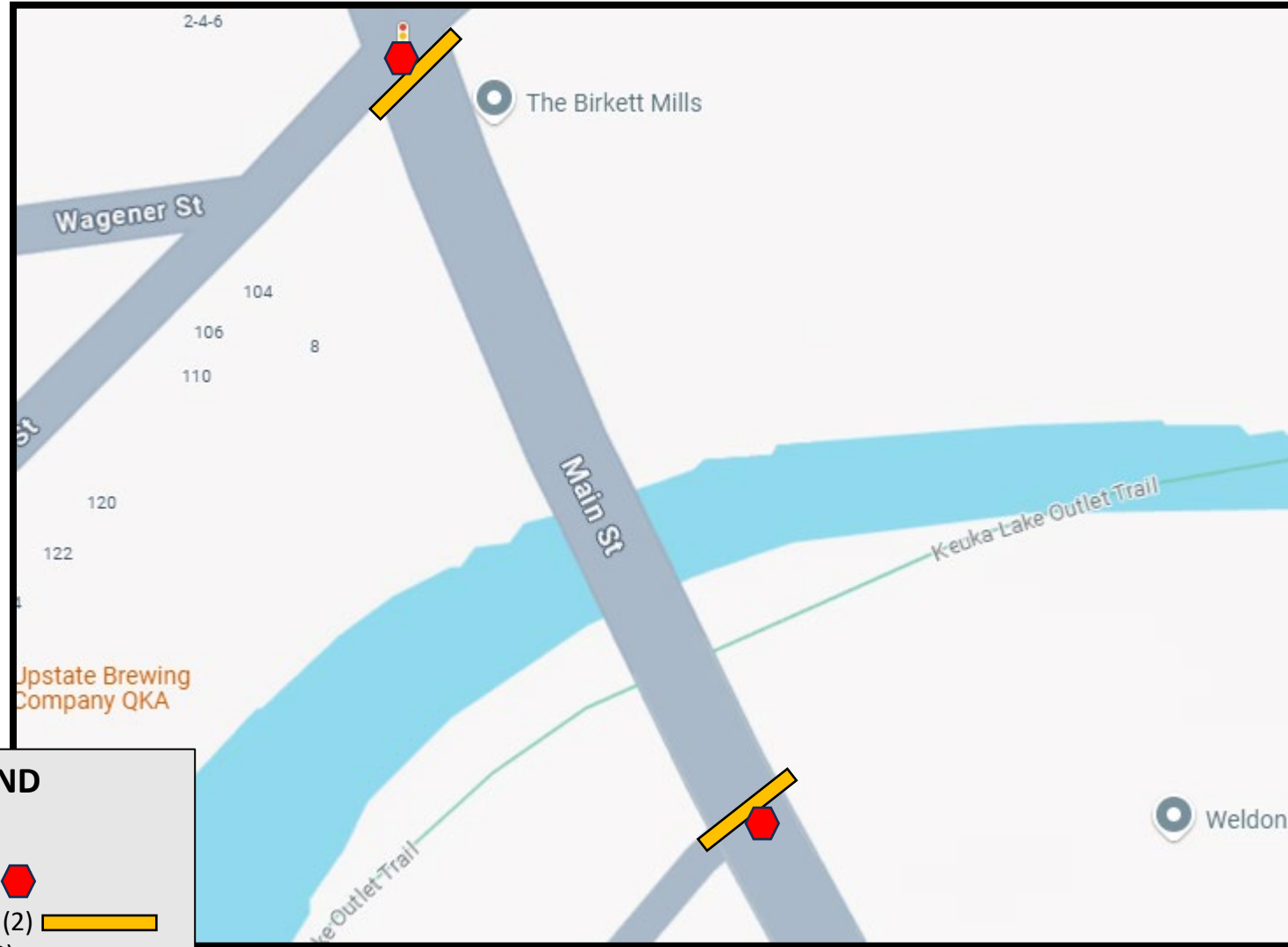
Sherman St from E Main St to Lincoln Ave
(Wagers Annual Apple Festival)



Approved Event Site Plan

Closure of Main St Bridge

(Yates County Chamber of Commerce Community Table Dinner)

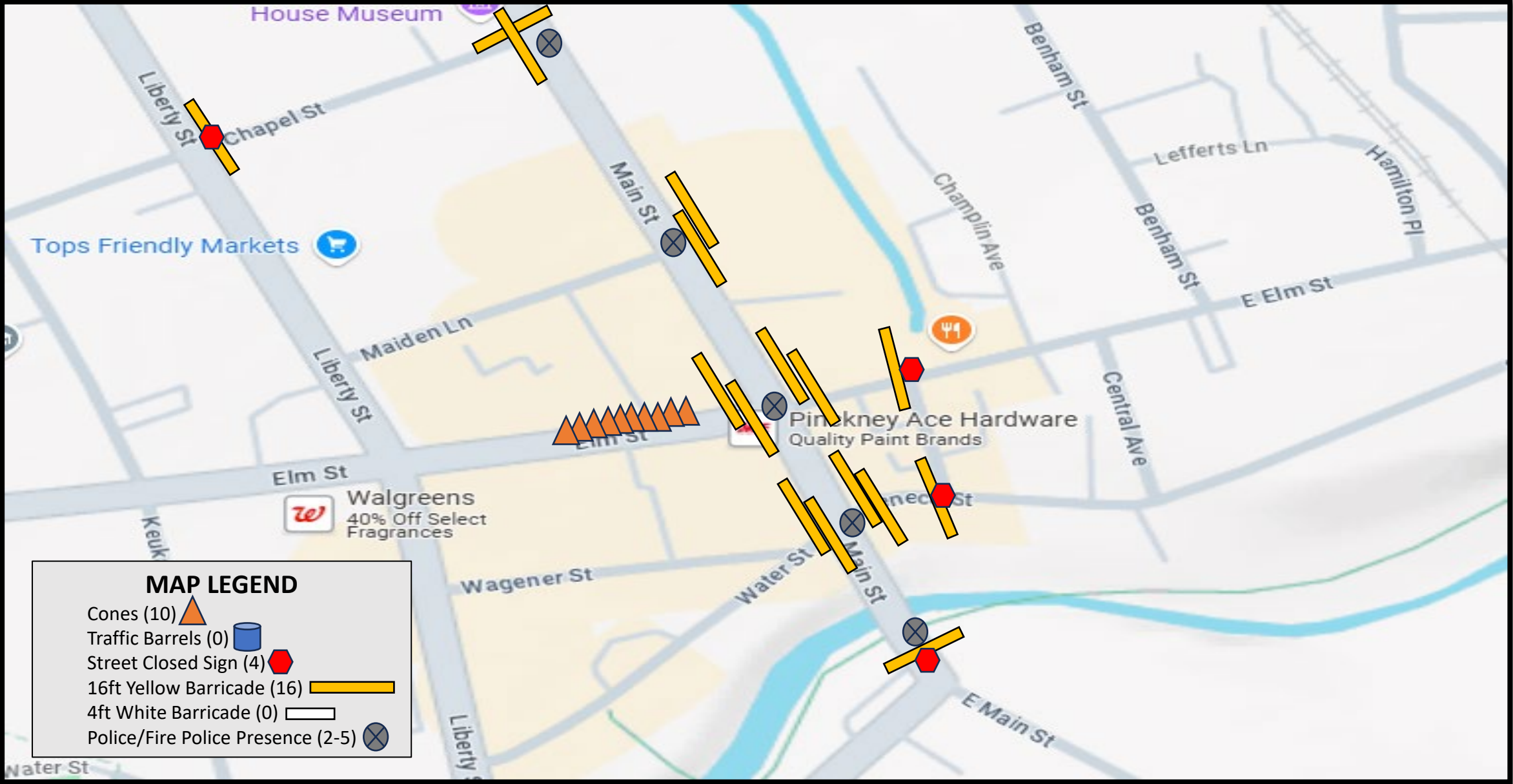


MAP LEGEND

- Cones (0) 
- Traffic Barrels (0) 
- Street Closed Sign (2) 
- 16ft Yellow Barricade (2) 
- 4ft White Barricade (0) 
- Police/Fire Police Presence (0) 

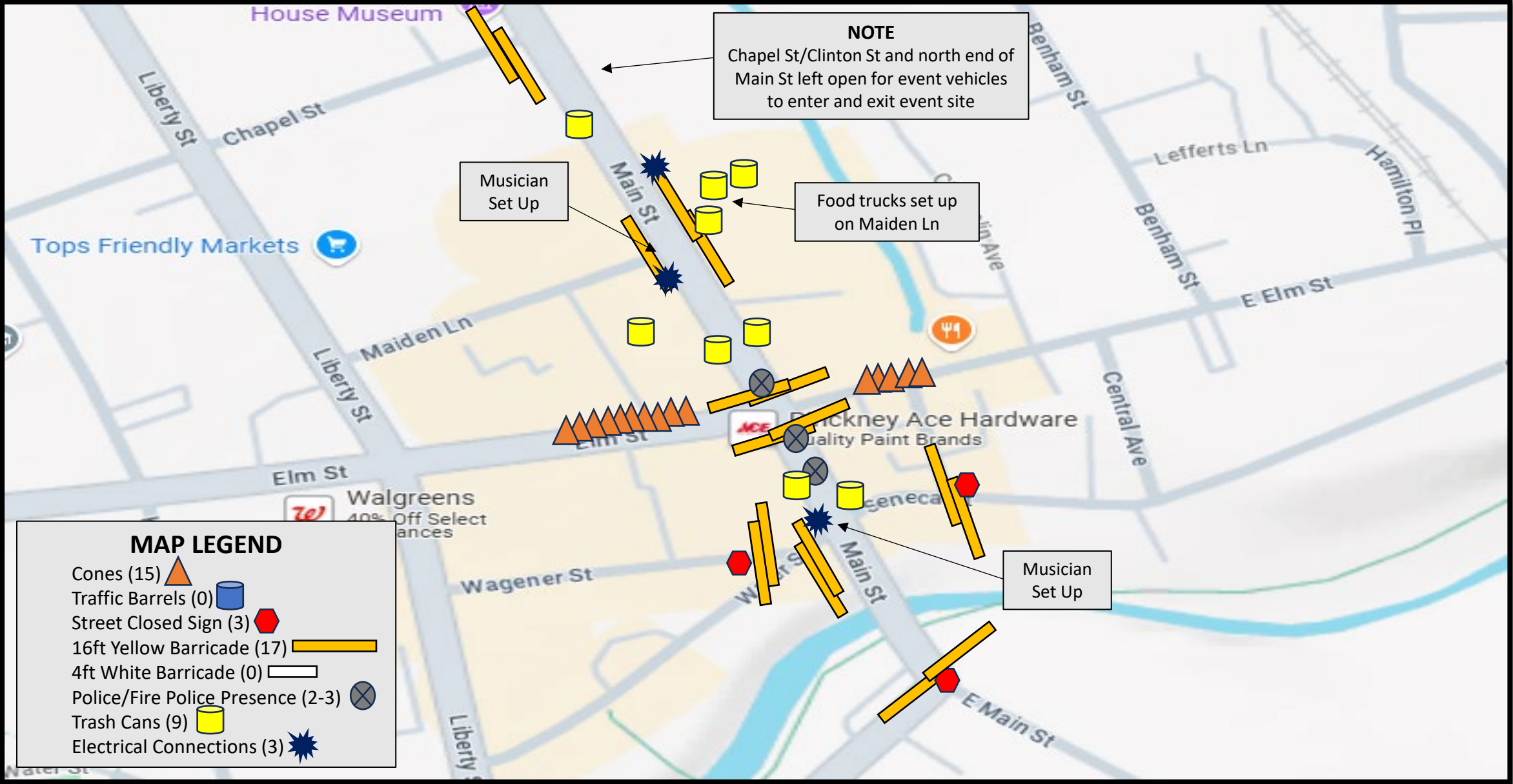
Approved Event Site Plan

Main St from Chapel St to Lake St / E Main St
(Downtown Business Council Fall Festival)



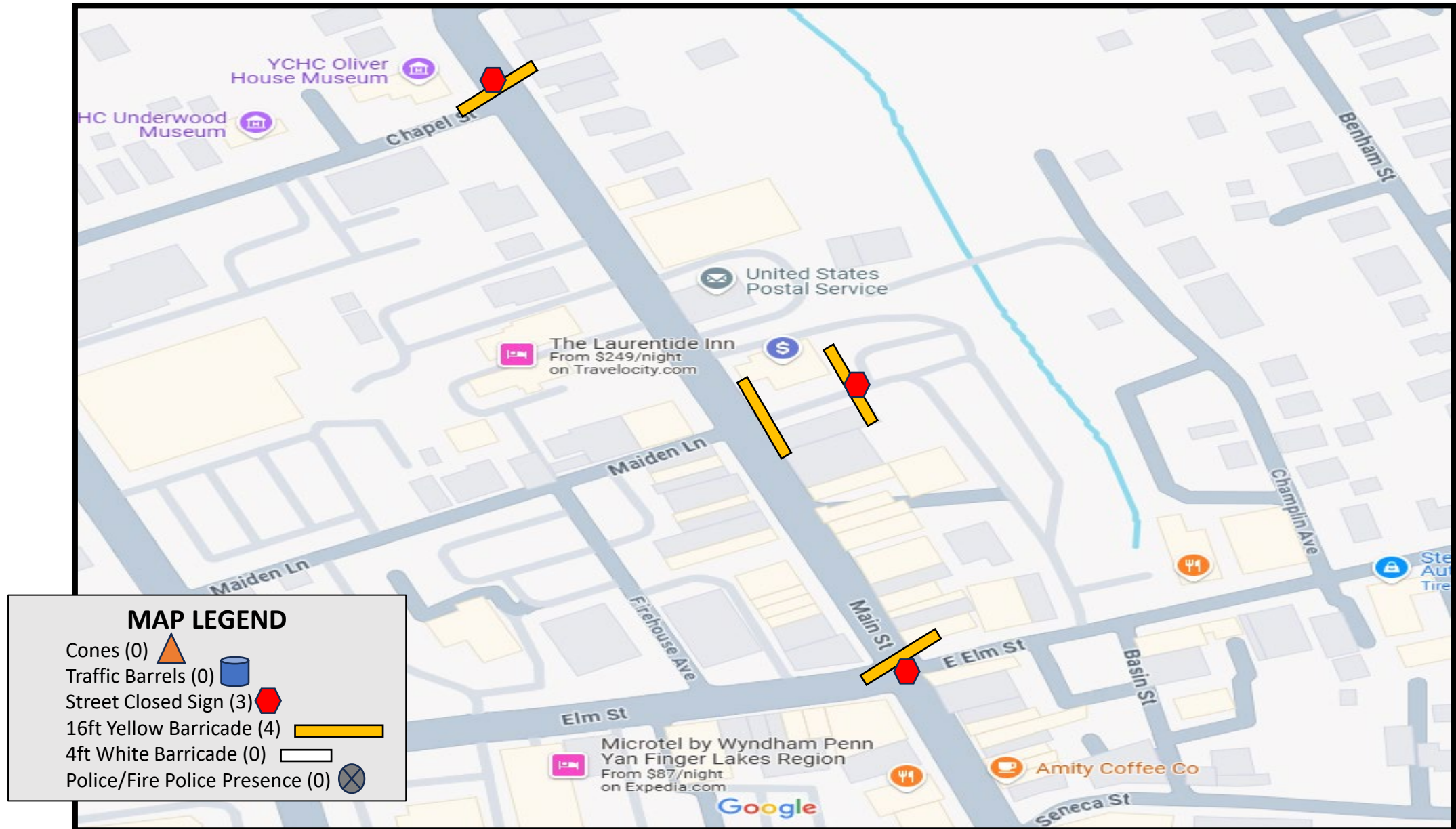
Approved Event Site Plan

Main St from Chapel St / Clinton St to Lake St / E Main St
(Downtown Business Council Cruisin' Night)



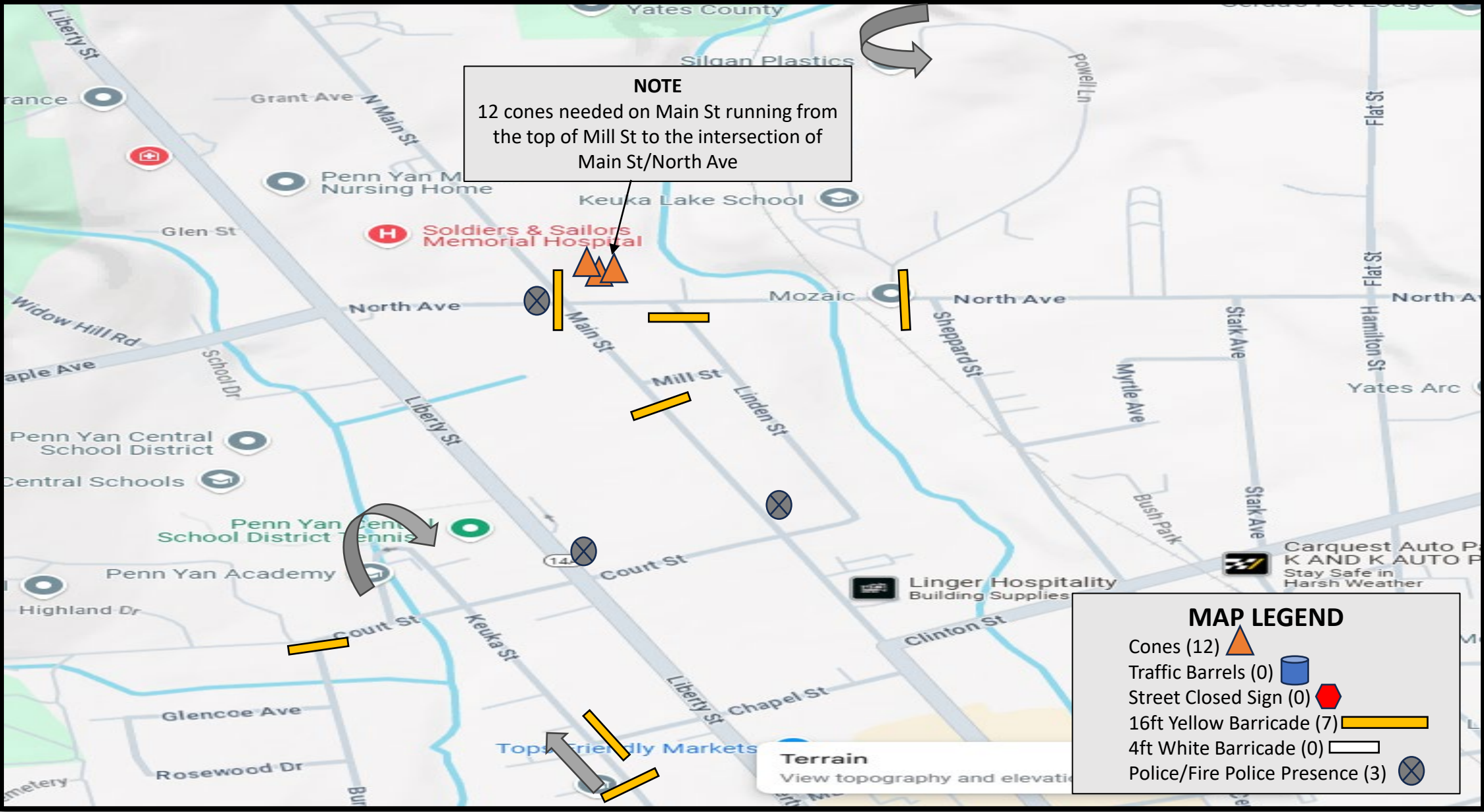
Approved Event Site Plan

Maiden Ln / Jacob St to Elm St / E Elm St
(Downtown Business Council Trunk or Treat)



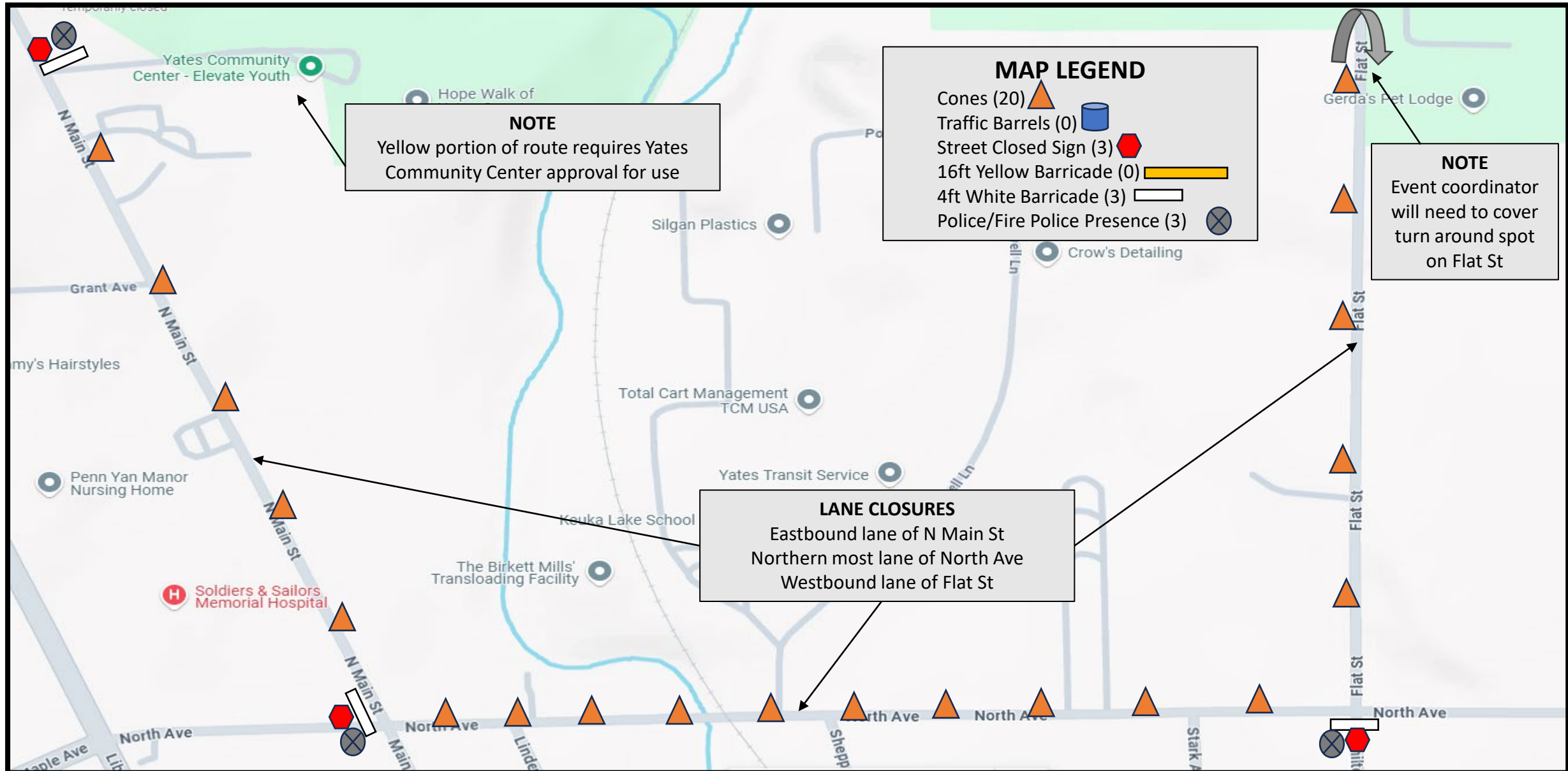
Approved Moving Athletic Event Street Closures

St Michael School Turkey Trot



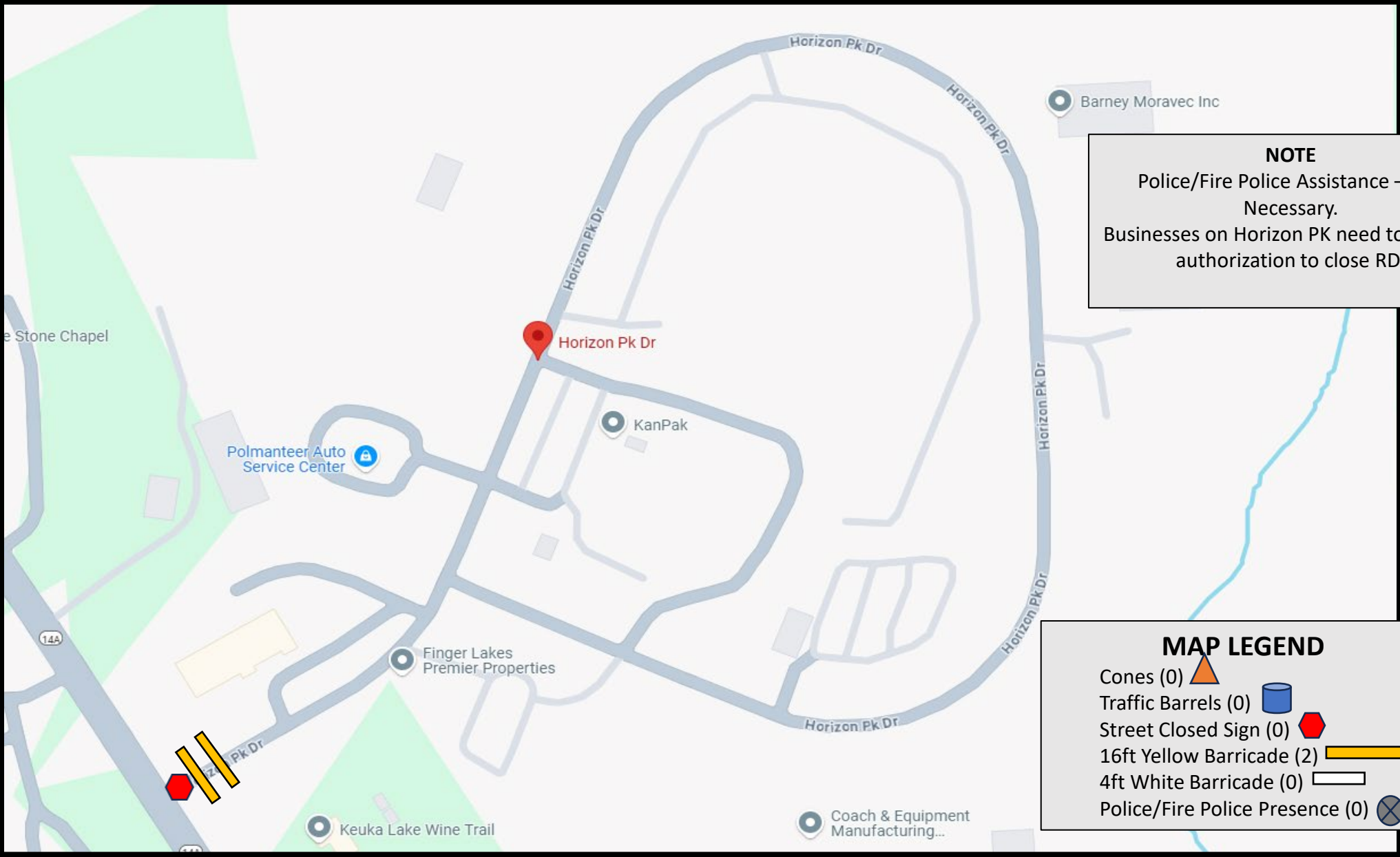
Approved Moving Athletic Event Street Closure

Yates Community Center > N Main St > North Ave > Flat St > Turn around and return to Yates Community Center
(Soldiers & Sailors 5K, WellSpring Frosted Lakes 5K)



Approved Moving Athletic Event Street Closures

Stones Walk



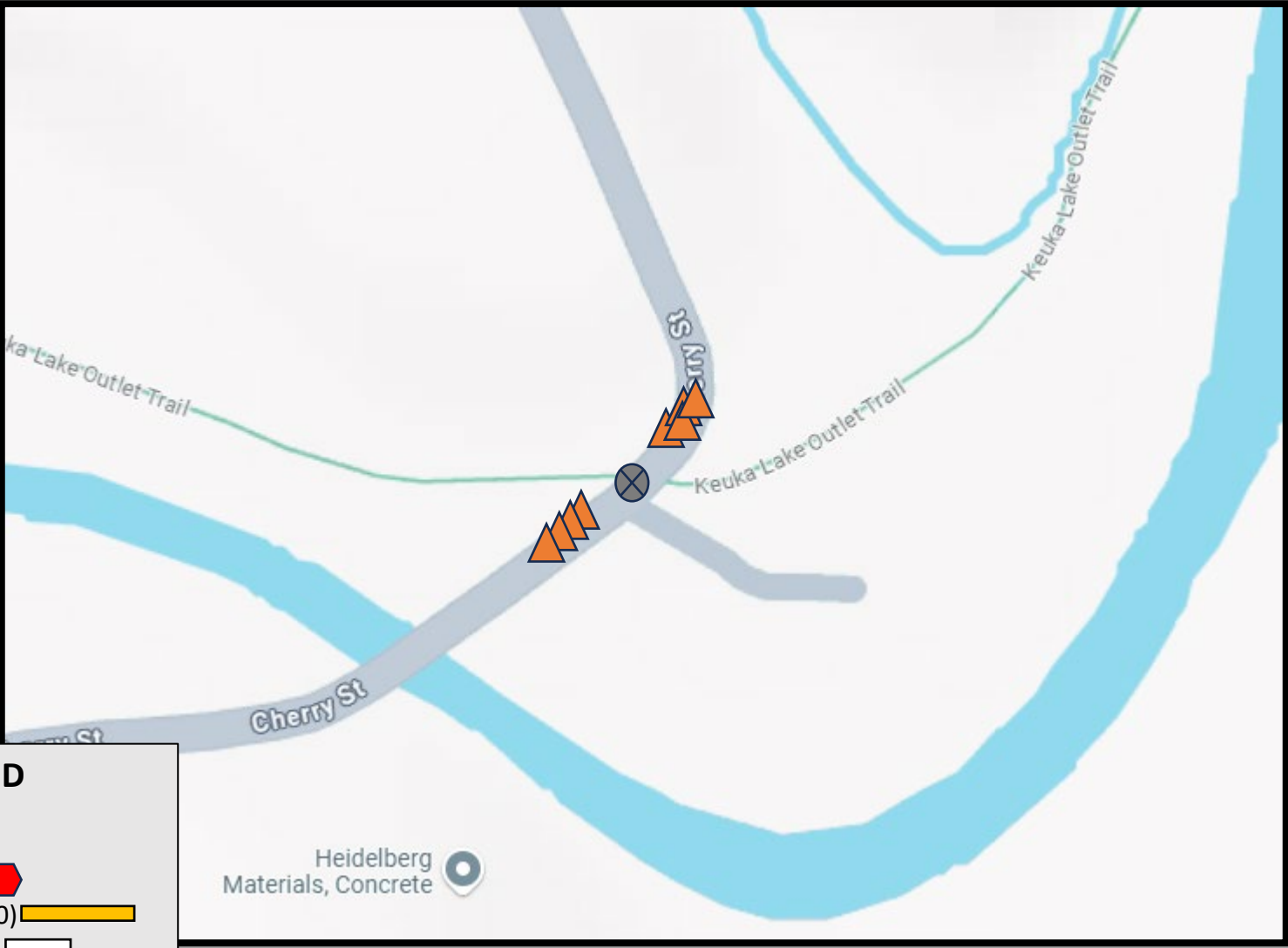
NOTE
Police/Fire Police Assistance – Not Necessary.
Businesses on Horizon PK need to provide authorization to close RD.

MAP LEGEND

- Cones (0) 
- Traffic Barrels (0) 
- Street Closed Sign (0) 
- 16ft Yellow Barricade (2) 
- 4ft White Barricade (0) 
- Police/Fire Police Presence (0) 

Approved Moving Athletic Event Street Crossing

Cherry St Crossing
(Willow Running Keuka Outlet 10K and Half Marathon)

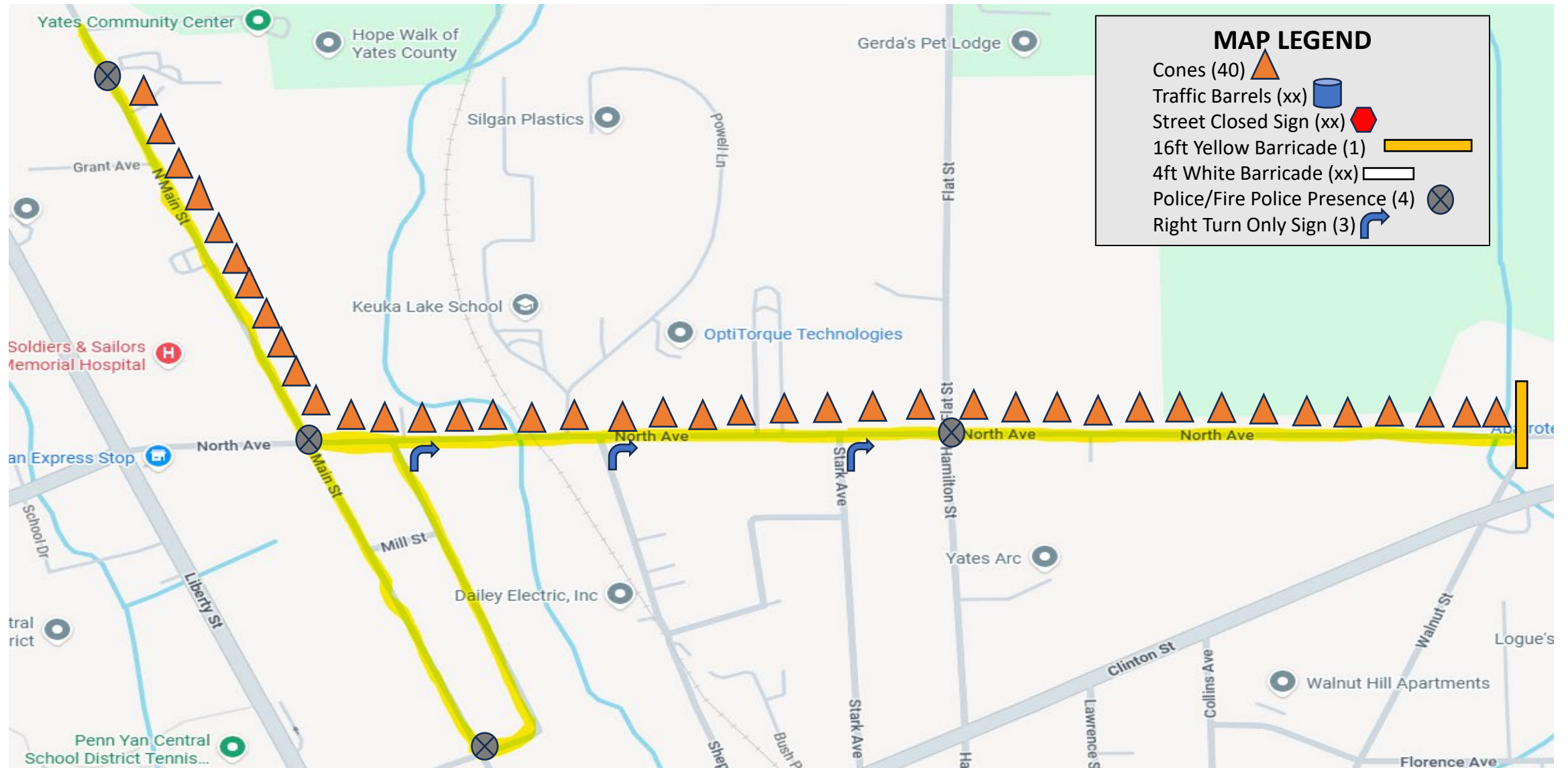


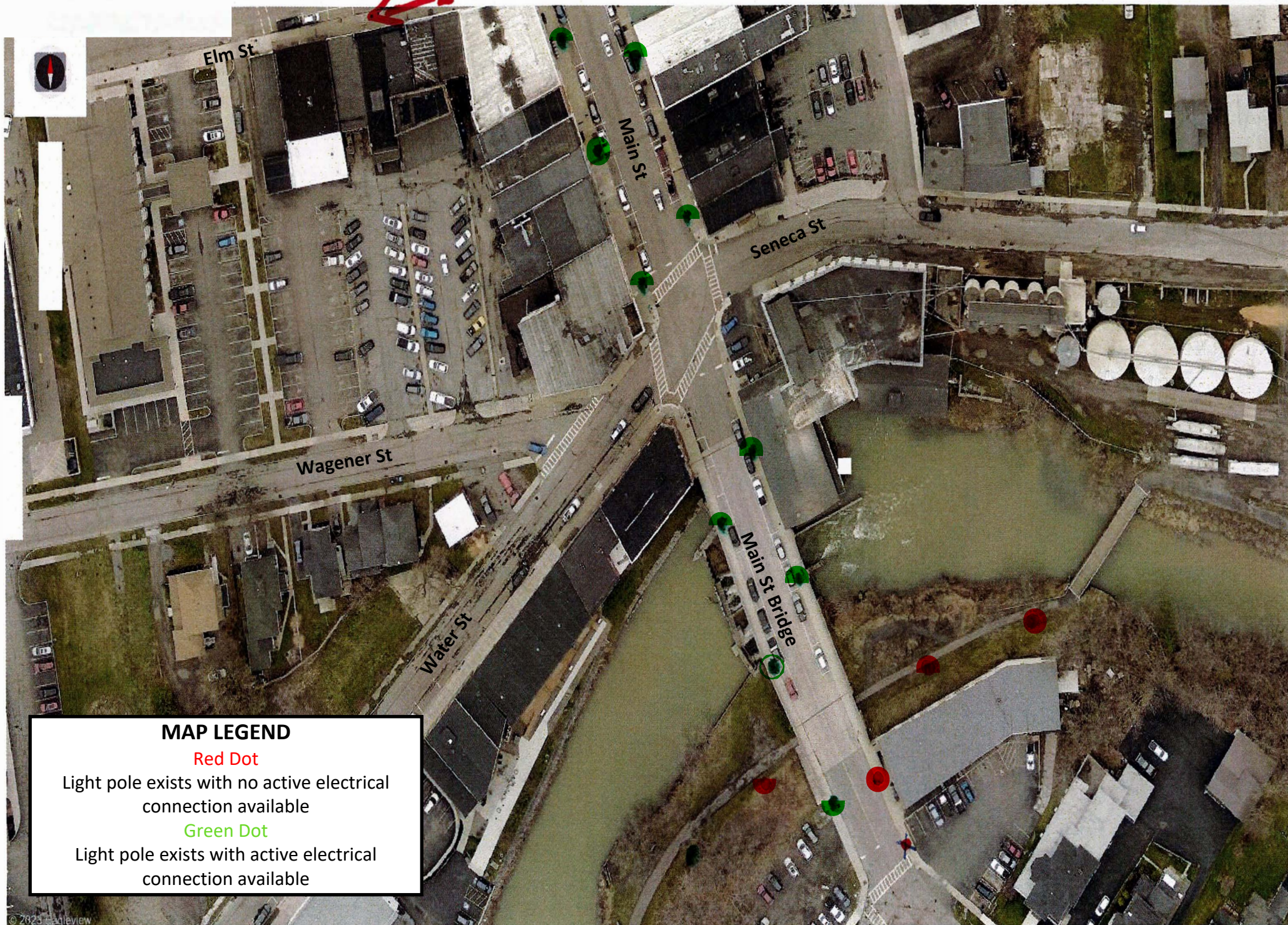
MAP LEGEND

- Cones (8) 
- Traffic Barrels (0) 
- Street Closed Sign (0) 
- 16ft Yellow Barricade (0) 
- 4ft White Barricade (0) 
- Police/Fire Police Presence (1) 

Approved Moving Athletic Event Street Closure

Well Spring Fellowship > N Main St > Court St > Linden St > North Ave > Turn around and return to Wellspring Fellowship
(WellSpring Frosted Lakes 5K)







MAP LEGEND

Red Dot

Light pole exists with no active electrical connection available

Green Dot

Light pole exists with active electrical connection available



Tennis/
Pickleball Courts

Boat Launch
Small Pavilion

MAP LEGEND

Red Dot

Light pole exists with no active electrical
connection available

Green Dot

Light pole exists with active electrical
connection available



PENN YAN FIRE DEPARTMENT

**125 ELM STREET
PENN YAN, NEW YORK 14527
(315) 536-6111**

**MIKE PEDERSEN
CHIEF**

FRANK ELLIS
1ST ASSISTANT CHIEF

RICK SIMPSON SR
2ND ASSISTANT CHIEF

VACANT
3rd ASSISTANT CHIEF

NEW Policy Requesting Penn Yan Fire Police for Events **Effective January 1, 2022**

1. If Fire Police from the Penn Yan Fire Department are needed for a non-emergency or non-fire department event, a fee has been established by the Fire Board of the Penn Yan Fire Department. The fee has been established for the activity that would qualify the Penn Yan Fire police coverage under the VFBL (Volunteer Firefighter Benefit Law).
2. The fee that has been established is as follows:
 - \$300 for any event up to 4 hours in duration
 - \$50 an hour for anything over the 4 hours
3. **Fee would have to be paid 10 days ahead of event.** Your duration of event would need to be figured out ahead of time.
4. Checks can be made payable to the following:
 - Penn Yan Fire Department Inc.
 - 125 Elm St
 - Penn Yan, NY 14527
5. Request is to be submitted 30 days in advance of event.

REQUEST FOR USE OF PENN YAN FIRE POLICE

Form must be completed in its entirety and submitted to the Village Clerk's Office or Penn Yan Fire Department at least 30 days prior to event

Organization (Event) Name: _____

Organization Address: _____

Event Coordinator/Primary Contact: _____

Telephone Number: Office - _____ Cell - _____

Date of Event: _____

Event Start Time: _____

Event End Time: _____

Requested Time for Fire Police Coverage: _____

Destination of Event (Area): _____

Destination Need for Coverage (Streets and/or Area):

INTERNAL USE ONLY

Date received in office and by whom: _____

Approved by and date approved: _____

Number of men needed: _____

Names of Fire Police : _____

