

# VILLAGE OF CAYUGA HEIGHTS

## Temporary Private Property Event Permit Application

---

This application is intended to allow temporary civic, business, networking, nonprofit, and community-oriented events on private property while ensuring compatibility with surrounding properties, traffic safety, parking management, fire/life safety, and neighborhood character.

### 1. Applicant Information

Applicant Name: \_\_\_\_\_

Organization / Business: \_\_\_\_\_

Property Owner (if different): \_\_\_\_\_

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

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

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

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

### 2. Event Information

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

Type of Event:

☐ Chamber of Commerce Event

☐ Business Open House

☐ Networking Event

☐ Community Gathering

☐ Nonprofit / Fundraiser

☐ Ribbon Cutting

☐ Other: \_\_\_\_\_

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

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Event Access:

☐ Invitation Only

☐ Open to the Public

Will admission be charged?

☐ Yes ☐ No

### 3. Site Operations

Will food or beverages be served? ☐ Yes ☐ No

Will alcohol be served? ☐ Yes ☐ No

If yes, describe provider or catering arrangements:

---

---

Will amplified sound or music be used? ☐ Yes ☐ No

If yes, describe:

---

---

Will tents or temporary structures be erected? ☐ Yes ☐ No

If yes, provide dimensions and quantities:

---

---

### 4. Parking & Traffic

Estimated Number of Vehicles: \_\_\_\_\_

Describe parking accommodations:

---

---

---

Will valet parking or shuttle service be used? ☐ Yes ☐ No

Will any public roadway or sidewalk be obstructed? ☐ Yes ☐ No

### 5. Safety & Neighborhood Compatibility

Applicant acknowledges and agrees that:

☐ Event shall not create unsafe traffic conditions

- ☐ Noise shall comply with applicable Village regulations
- ☐ Lighting shall not create glare or light trespass onto adjoining properties
- ☐ Event shall comply with applicable NYS Fire and Building Code requirements
- ☐ Property shall be restored to pre-event condition following the event

## 6. Insurance

The Village may require proof of general liability insurance for events involving:

- Attendance exceeding 75 persons
- Alcohol service
- Temporary tents or structures
- Amplified music
- Other elevated-risk conditions

Certificate of Insurance Submitted: ☐ Yes ☐ No ☐ Not Required

## 7. Municipal Review

Reviewed By:

- ☐ Code Enforcement Officer
- ☐ Police Department
- ☐ Fire Department
- ☐ Village Engineer
- ☐ Clerk / Treasurer

Conditions of Approval:

---

---

---

---

## 8. Permit Determination

- ☐ Approved
- ☐ Approved with Conditions
- ☐ Denied

Permit Number: \_\_\_\_\_

Date: \_\_\_\_\_

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

---

This draft form is modeled generally after regional municipal temporary event permitting practices, including those used by nearby municipalities for special events and temporary assemblies on private property.