



OFFICE OF THE TOWN CLERK
KATE MURRAY

Town Clerk
One Washington Street Hempstead, NY 11550
Tel: (516) 812-3025 email: licensing@hempsteadny.gov

SPECIAL EVENTS

***It is the responsibility of the organization to ensure all proper safety protocols are followed.**

Name of sponsor organization:		Email:	
Address:		Phone #	
Person in charge of event:			
Address:		Phone #	
Location where event will be conducted:			
Type of special event:			
Hours of operation:		Dates of operation: / / Through / /	

THE FOLLOWING MUST BE PRESENTED WITH THIS APPLICATION

- 1) \$10.00 Town of Hempstead application fee
 - 2) Certificate of Insurance - **naming the Town of Hempstead additional insured**
Bodily Injury - \$ 400,000 - One person
Bodily Injury - \$ 1,000,000 - One accident
 - Property Damage - \$ 100,000 - One accident
 - 3) Written approval from Nassau County Department of Health
 - 4) Town building permit (*When required*)
 - 5) Cash bond of \$ 500.00 (*When required*)
 - 6) Written permission of property owner
 - 7) Board of Zoning Appeals (*When required*)
 - 8) Are tents being used for Public Assembly ? ☐ *YES ☐ NO
 - 8a) Will Mechanical rides be operated ? ☐ *YES ☐ NO
- (* If yes to 8 or 8A, a Building Department permit is required)

Office Use Only

Received

Sworn to before me this _____

Day of _____ 20 _____

NOTARY PUBLIC

Signature of Applicant

TOWN CLERK