

Village of Ballston Spa

Saratoga County Seat

66 FRONT STREET

Ballston Spa, NY 12020

Phone: 518-885-5711

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Village Mass Gathering Procedures

(For all events anticipating more than 5000 people)

1) When an application for a Village Mass Gathering Permit is received at the Village Clerks office the following procedures must be implemented immediately.

- 1) Date and sign the application when received.
- 2) Contact personally and forward a copy of the application to each of the following:
 - The Village Mayor
 - Each member of the Village Board of Trustees
 - Village Police Chief
 - Village Fire Chief
 - Community Emergency Corps Chief of Operations
- 3) Place original application and all attached documents in a file.
- 4) Subsequent to the Village Mayor and Village Board of Trustees decision to approve or disapprove the Mass Gathering Application the applicant must be notified in writing of the Mayor and Board of Trustees decision.
- 1) If application is approved, the Clerk's office shall forward a signed permit for the requested event.
- 2) Place a copy of the letter to the applicant along with a copy of any permit issued in the applicants file.

2) Please note that the following organizations are exempt from applying for or obtaining a Village Mass Gathering Permit if they are located within the Village's Corporate Limits:*

- 1) Municipalities
- 2) Educational
- 3) Historical
- 4) Fire Fighting
- 5) Recognized Fraternal or Civic Organizations
- 6) Bona Fide Family Reunion
- 7) The event commonly known as the Saratoga County Fair
- 8) Any political party qualified for a line on the ballot in a general election (i.e. one (1) receiving at least five (5) percent of the vote in the last gubernatorial election).

*However, a Special Events notification form must be filled out and filed with the Village Clerk's office and when filed, the Special Events notification policies must be followed.

VILLAGE OF BALLSTON SPA
MASS GATHERING PERMIT POLICY

PURPOSE:

The purpose of developing a Village mass gathering permit policy and application process is to protect, preserve and assure the health, safety and welfare of the residents and inhabitants of The Village of Ballston Spa and any visitors to the Village.

DEFINITIONS

Mass Gathering: Any assemblage or gathering of people at a public or private event or of a temporary nature whether or not in conjunction therewith any monetary charge is made either to participants or spectators of more than 5,000 people.

PERMIT REQUIRED:

No person, firm, corporation, organization, group or association shall hold or promote by advertising or otherwise a mass gathering unless a permit shall have been issued by the Village Board of Trustees of The Village of Ballston Spa.

1. The Village mass gathering permit must be completed in its entirety and filed with the Office of the Village Clerk of Ballston Spa not less than 60 days prior to advertising and or the start of the event;
2. The Village Board of Trustees will approve or deny the Village mass gathering permit application by the next regularly scheduled meeting of the Village Board of Trustees, or within two weeks, whichever is longer, subsequent to the receipt of the Village mass gathering permit application by the Village Clerk;
3. Following the Village Board of Trustees decision to approve or disapprove the Village mass gathering application, the Village Clerk will notify the applicant in writing of the Village Board's decision;
4. In its review of the Village mass gathering permit application, the Village Board of Trustees may require additional information from the applicant.

INFORMATION REQUIRED:

The Village mass gathering permit application must include the following information:

- Date of Application _____
- Date(s) of Event _____
- Event Starting Time _____
NOT BEFORE 7:00 a.m.
- Event Ending Time _____
NOT AFTER 12:00 a.m.
- Name of Event _____

VILLAGE OF BALLSON SPA
MASS GATHERING PERMIT APPLICATION

Date of Application _____
Date(s) of Event _____
Event Starting Time _____ NOT BEFORE 7:00 a.m.
Event Ending Time _____ NOT AFTER 12:00 a.m.
Name of Event _____
Location of Event _____
Name of Owner of Facilities or property: _____
Facilities manager and contact information _____
List of roads and routes of travel to event, _____
If closing roads, attach a map and list locations of traffic controls and detours
along with closing and opening time _____

Name, title and contact information of person filing application

If applicant is a corporation, list name of corporation, contact person and contact information

If applicant resides outside of Saratoga County-list name, address and contact
Information of an agent who is a natural person who is authorized to accept notices issued with
respect to the application _____

Name, address, contact information of promoter _____

Number of people expected to attend event _____

Number of vehicles expected to attend event _____

Proposed measures and facilities to limit the number of persons attending event to the maximum
expected number _____

Purpose of the Village mass gathering permit application and the nature of the activities to be
carried on _____

SECURITY:

Name of Security Company (if any) _____
Contact person and title of Security Company _____
Address _____
Contact numbers and information _____
Insurance carrier and policy number _____

ALCOHOL BEVERAGES:

Is alcohol being served? ☐ yes ☐ no

If yes:

Beginning Time _____

Ending Time _____

Number of Serving Stations _____

Name and contact information of New York State Liquor License

Holder _____

Type of Containers: Bottles _____ Cans _____ Cups _____

In the event of an emergency, how will emergency services be notified _____

Will you be providing any communication services for emergency services _____

Will there be any overnight lodging or camping _____

Will you be providing any special equipment as needed-i.e. digital road signs, hospital beds, golf carts, bottled water, etc. _____

If yes, please list _____

Signature of Applicant _____

Signature and Title of Receiving Official _____

Does event require Police, Fire, or EMS Assistance? _____

If yes, provide additional sheet with requested services so a detailed cost, based on actual cost to the Village, may be determined. Include detailed information in your request for services such as road closures, stand by services, traffic barricades, traffic cones, signs, man power, etc.

****Before filling out application, please ensure you are familiar with the provisions of Part 18 of the New York State Sanitation Code.**