

New Paltz Town and Village

Event/Parade Application Request Procedure

The following Event/Parade Application procedural outline has been implemented by the Town of New Paltz. These procedures will allow us to more effectively manage the process by which events and parades held within our community are approved by the municipal governments.

I. All requests for events and/or parades that take place within the jurisdictional limits of the Village and/or Town of New Paltz must be submitted to the New Paltz Town Hall. Upon submission of the application the event host must supply the required event/parade safety review fee.

II. An Event/Parade fee schedule has been established;

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| A. 501c3 Organizations based within New Paltz fee: | \$25.00 |
| B. 501c3 Organizations based outside of New Paltz fee: | \$250.00 |
| C. Non-501c3 Organizations based in New Paltz Fee: | \$50.00 |
| D. Non-501c3 Organizations based outside of New Paltz fee: | \$500.00 |

III. Once the Town Hall receives the Event/Parade application and required fee the Event/Parade application must be forwarded to the New Paltz Police Department for a safety review and recommendation.

A. The police department will review the application and make a recommendation. Recommendations are made in the areas of:

1. Parade Route requested
2. Number of people/vehicles in the event
3. Date and time of the event
4. Simultaneous events scheduled

B. Once the police department makes its recommendations the police department will:

1. Forward the event/parade application to the appropriate government that is responsible for the location in which the event will be held for final approval. Either the Village Board or the Town Board will have final approval rights concerning the

event or parade. The respective boards will forward an approved event/parade back to the police department.

C. When the Police Department receives an approved event/parade application from either the Village or the Town Board the police department will:

1. Keep a copy of the approved application on file
2. Calendar the event
3. Make necessary scheduling and manpower arrangements to provide the safest event/parade possible.
4. Forward a copy of the approved event to Town Hall and Village Hall with the Police Department's operational plan to provide security.
5. The Police Department will also converse with the event/parade host to resolve any security or safety issues or changes that may arise between the time of the approval and the actual date and time of the event. Any change to the event/parade that would be considered "drastic" or a safety issue may require the host to resubmit the application back to the Town or Village Hall.
6. Drastic changes can be defined as but are not limited to:
 - a. Changes in the date and/or time of the event
 - b. Change in the event location or parade route
 - c. Change in the requirement of public safety personnel to provide adequate coverage of the event approved.
 - d. Changes in the intended subject matter of the event.