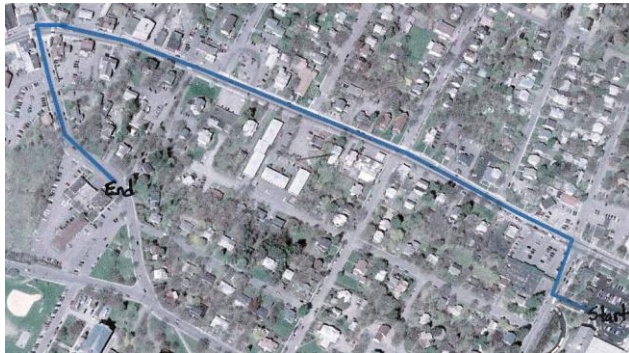


# Instructions on how to complete the Town/Village of New Paltz parade/event application

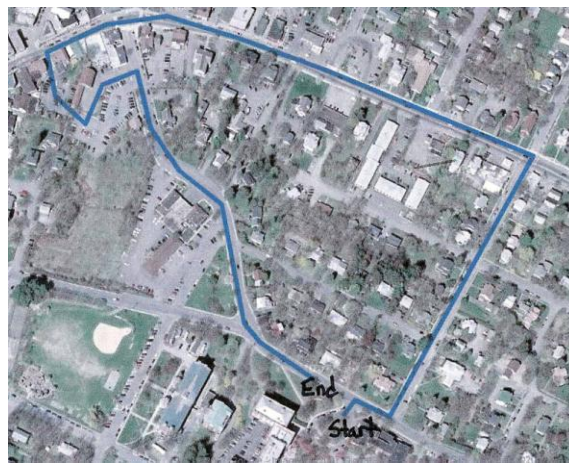
1. Any group or organization wishing to sponsor a parade or event utilizing the Town or Village of New Paltz roadways or Hasbrouck Park must complete this application in its entirety.
2. Once you have completed steps one and two, you must bring this form to the New Paltz Town Hall between 8:30am and 5:00pm Monday through Friday. (Please see attached, Event/Parade Application Request Procedure page for fee schedules payable to the Town of New Paltz.
3. Once the Town Hall receives the Event/Parade application required fee the Event/Parade application must be forwarded to the New Paltz Police Department for a safety review and recommendation.
4. Once the police department makes its recommendations the police department will 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.
5. In the event you wish to sponsor a parade followed up by an event in Hasbrouck Park, check your desired parade route AND the space for Hasbrouck Park.
6. It is the applicant's responsibility to track this form as it proceeds through the application and approval process.
7. The New Paltz Police Department reserves the right to amend any portion of the parade routes and/or policies set forth.
8. These are the 3 most common parade routes. You will find the written directions for each route on the next page along with an option to propose an alternate route.



Route 1



Route 2



Route 3



# Parade/Event Request Sign Off Form



This form is to be used by any organization/group requesting permission to sponsor a parade or event in The Town or Village of New Paltz. ALL steps that MUST be completed before final permission by the Town or Village of New Paltz can be granted.

**Step 1;** *(all fields must be completed)*

Organization/group name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person phone #s: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Date of event: \_\_\_\_\_ (rain date if any) \_\_\_\_\_ (exact times) \_\_\_\_\_ - \_\_\_\_\_

**Step 2;** *(check one parade route only)*

These are the three most common parade routes. In the space provided, place a check (✓) mark indicating your parade route choice. If you wish to propose an alternate parade route, check the box provided and fill in the complete route. A Final determination on which parade route will be utilized will be made by the New Paltz Police Department. Some of the factors that are utilized in this decision are anticipated parade size and public safety issues. To utilize Hasbrouck Park, place a check (✓) mark next to the space provided. (If you wish to sponsor a parade AND utilize Hasbrouck Park, check your requested parade route AND Hasbrouck Park;

\_\_\_Parade route one; Beginning in the New Paltz Middle School parking lot, proceed north on South Manheim Blvd to Main Street. Proceed west on Main Street to Plattekill Avenue. Proceed south on Plattekill Avenue to the Village of New Paltz Fire Department/Village Hall. (If you wish to extend your parade end point to the entrance to Hasbrouck Park check here \_\_\_\_ . This does not grant you permission to utilize Hasbrouck Park, you must check below to utilize the park itself.)

\_\_\_Parade route two; Beginning on North Manheim Blvd., proceed south to Main Street. Proceed west on Main Street to Plattekill Avenue. Proceed south on Plattekill Avenue ending in front of the New Paltz Fire Department/Village Hall. (If you would like to extend your parade end point to the entrance to Hasbrouck Park check here \_\_\_\_ . This does not grant you permission to utilize Hasbrouck Park, you must check below to utilize the park itself.)

\_\_\_Parade route three; Beginning on Plattekill Avenue by the SUNY New Paltz Old Main Circle, proceed north on South Oakwood Terrace to Main Street. Proceed west on Main Street to the alleyway/driveway next to Gourmet Pizza and turn south, proceed through the Plattekill Avenue municipal lot back onto Plattekill Avenue back to the SUNY New Paltz Old Main Circle.

\_\_\_Alternate parade route \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_Hasbrouck Park Start time of park event; \_\_\_\_\_ End time of park event: \_\_\_\_\_

\*\*\*STOP\*\*\*

You must now bring this form to the New Paltz Town Hall M-F between the hours of 8:30 a.m. to 5:00 p.m. before step 3 can be completed

Do no write in this area, to be completed by NPPD personnel only

Received by \_\_\_\_\_ of the New Paltz Police Department on: \_\_\_\_\_ (must be a minimum of 35 days prior to the event date.)

**Step 3;** (can only be completed once steps one and two have been completed)

In order to assure and maintain public safety, ALL parades and events documented on this form must receive signatory approval from The New Paltz Police Department and New Paltz Town and/or Village Boards. If your application is approved, the police department will forward it to the New Paltz Town and/or Village Board. If your application is approved by the Village Board, you will be advised by the Village Board who will also sign off on this form. IF your application is approved by the Town Board you will be advised by the Town Board who will also sign off on this form.

\*New Paltz Police Department:  Approved  Denied  Parade route changed to route #\_\_\_\_ Date:\_\_\_\_\_

Reason for change/denial:\_\_\_\_\_

(Title)\_\_\_\_\_ (Print)\_\_\_\_\_ (Sign)\_\_\_\_\_

\*New Paltz Town and/or Village Board:  Approved  Denied Date:\_\_\_\_\_

Reason for denial:\_\_\_\_\_

(Title)\_\_\_\_\_ (Print)\_\_\_\_\_ (Sign)\_\_\_\_\_

***\*If approved by the above two entities, you will be notified by the Town and or Village of New Paltz. The approving board will forward this form to the New Paltz Police Department for proper filing. You will receive a copy of this form at this point.***

***Please review the Event/Parade Application Request Procedures attached to application.***

**DO NOT COMPLETE THE FOLLOWING FOUR LINES, TO BE COMPLETED BY NPPD PERSONNEL ONLY**

SUNY New Paltz Police Advised: (Print)\_\_\_\_\_ (Sign)\_\_\_\_\_ (Date)\_\_\_\_\_

New Paltz Rescue Squad Advised: (Print)\_\_\_\_\_ (Sign)\_\_\_\_\_ (Date)\_\_\_\_\_

New Paltz Fire Department Advised: (Print)\_\_\_\_\_ (Sign)\_\_\_\_\_ (Date)\_\_\_\_\_

Village Highway Department Advised (Print)\_\_\_\_\_ (Sign)\_\_\_\_\_ (Date)\_\_\_\_\_