

Town of Enfield
182 Enfield Main Rd
Ithaca, NY 14850 607-277-0266
Code Officer (twnenfieldcode1@yahoo.com)
Mass Gathering Permit Application
Permit Fee \$250.00

This Application must be completely and properly filled out and shall be submitted to the Town Clerk at least ninety (90) days prior to the first day that the event is to be held. The Town board shall approve or deny the permit application within sixty (60) days. The applicant shall submit a fee (\$250.00), with application, in cash or by certified check, to defray the cost of administering this chapter.

Section A:

Name of Applicant: _____ Date of Birth: _____
Applicant address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Work Phone: _____

Names and address of directors, officers, stockholders owning 5% or more of any stock:

If a Partnership or other Entity, names, addresses and ages of all involved with Partnership or Entity:

Section B:

Name and address of property owner:

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Location of Property to be used for event: _____

Proposed Dates of event: _____

Hours of event: _____

Maximum number of people intended for event: _____

Maximum number of people expected at any one (1) time: _____

Number of automobiles or other vehicles intended to be on property at one (1) time: _____

Purpose of the event: _____

Nature of all activities to be carried on at event: _____

Admission fees to be charged: _____

Attach a list of all concessionaires and other persons providing services of facilities under contract, Lease or other arrangement for the event.

Section C:

Provide a survey map, prepared by a profession engineer licensed by the State of New York, showing:

Size of property,

The names, address and phone numbers of the owners of all adjoining property, The streets, highways or roads abutting the property,

The size and location of any existing or proposed structures or facilities to be used for the assembly,

The placement of proposed water distribution system,

The location of parking areas for automobiles and other vehicles, The ingress and egress to the parking areas,

The service, public and private roads serving camping areas, food service areas, toilet facilities, garbage and refuse collection facilities, entertainment and performance areas.

Section D:

Provide a detailed plan with drawings and written explanation, showing and specifying the methods to be used for disposal of sanitary sewage.

Section E:

Provide a detailed plan with drawings and written explanation, showing and specifying the system for supply, storage, treatment and distribution of drinking water.

Section F:

Provide a detailed plan with drawings and written explanation, showing and specifying the layout of the parking areas for automobiles and other vehicles and the methods of traffic control to be used thereon.

Section G:

Provide a statement specifying whether food or beverage is intended to be prepared, sold or distributed. If food or beverage is intended to be prepared, sold or distributed, a statement specifying the method of preparation and distribution of the food and beverage.

Section H:

A detailed plan with drawings and written explanation showing and specifying the method and means of disposing of garage, trash, rubbish and other refuse.

Section I:

A written statement specifying whether private security personnel will serve on or about the site during the event and, if so, the names and addresses of such persons, the duties to be performed by such persons and the qualifications and source of such persons.

Section J:

A detailed written plan providing for fire protection, specifying the location of fire lanes, water supply and equipment or apparatus to be available for fire control.

Section K:

A detailed written plan specifying the facilities to be available for medical and ambulance service, and including the names and address of all medical providers and ambulance services the applicant will provide for the event.

Section L:

A detailed written description of all insurance policies and surety bonds to be provided by applicant for the protection of the general public, the Town of Enfield and its various public bodies, officers and employees.

Section M:

A subscribed authorization from the landowner and the applicant to the Town of Enfield and the County of Tompkins to permit the Town and County and their lawful agents to go upon the property to inspect the same to determine if there is compliance with all other State and Local laws, to provide adequate police and fire protection and to protect persons and property from danger.

Section N:

A written statement subscribed by the applicant stating the maximum number of tickets to be sold, given or otherwise issued.

Section O:

A written statement subscribed by the applicant stating that the applicant shall not allow more persons to attend the event than is specified in the permit.

Basic Information for Applicant Advisory authority

The Town Board, before issuing any permit, may seek advice from any or all of the following agencies:

- A) The New York State Department of Health or the Tompkins County Health Department as to any proposed sanitary sewage system, lavatories or toilets.
- B) The New York State Department of Health, the Tompkins County Health Department, or the New York State Water Resources Commission as to any proposed system for the supply, storage and distribution of water.
- C) The Town of Enfield Highway Superintendent, the Tompkins County Highway Department, the New York State Department of Transportation, the Tompkins County Sheriffs Department, the New York State Police, and the Fire Chief of the Enfield Volunteer Fire Company as to the proposed parking areas and the means of ingress and egress to such parking areas.
- D) Members of the public potentially affected as to the proposed type, number and location of any sound producing equipment, outdoor lights or signs.
- E) The New York State Department of Health and/or the Tompkins County Health Department as to the proposed method of preparing, selling or distributing food or beverage and the removal of refuse, trash, rubbish or garbage.
- F) The Tompkins County Sheriffs Department and/or the New York State Police as to any police related matters.
- G) The Fire Chief of the Enfield Volunteer Fire Company and/or the Fire Coordinator of Tompkins County as to any proposed fire protection systems or matters.
- H) The New York State Department of Health, the Tompkins County Health Department and/or the Chief of the Enfield Volunteer Fire Company as to any proposed Facilities for emergency medical treatment.

I) The Town of Enfield Code Enforcement Official and/or the New York State Department of Health as to any proposed camping, housing or sleeping areas or facilities, and any other permit required structure.

Insurance and bond requirements

A) No permit shall be issued unless the applicant has furnished to the Town of Enfield at least fifteen (15) days prior to the event, a comprehensive liability insurance policy insuring the Town against liability for damage to persons or property with limits of not less than five hundred thousand/one million dollars (\$500,000./\$ 1,000,000.) for bodily injury or death and limits of not less than five hundred thousand dollars (\$500,000.) for property damage, sufficient in form to insure, indemnify and save the Town harmless from any liability or causes of action that might arise by reason of the granting of the permit. This insurance shall be noncancelable without ten (10) days prior written notice to the Town.

B) No permit shall be issued unless the applicant deposits with the Clerk of the Town of Enfield cash or a bond with sufficient sureties approved by the Town Board, in such sum not less than one hundred thousand dollars (\$100,000.), as the Town Board may reasonably require, and conditioned that all requirements of the permit will be fully performed by the applicant, that no damage will be done to any public or private property and that the applicant will not permit any litter, debris or other refuse to remain upon any public or private property by reason of the granting of the permit. The cash shall be refunded or surety company bond canceled upon certification of the Town of Enfield Town Board that all conditions of this chapter have been complied with. The surety bond or cash shall serve as an indemnity to save and protect the roads, pavements, bridges, road signs and other property of the Town of Enfield, the County of Tompkins and any other Town and Village within the County from any and all damage that may be caused by vehicles, employees or participants in the event, to be used to restore the ground where the event is held to a sanitary condition and to pay all charges and losses to the Town of Enfield and the County of Tompkins and it's respective towns and villages for damages to roads, pavements, bridges and other property.

7) Permits

No permit shall be issued unless all of the provisions for the event described in the application are determined by the Town Board to sufficiently safeguard the safety, health, welfare and well-being of persons and property and unless it is in compliance with all other requirements of this chapter, other local laws of the Town of Enfield, the regulations of the New York State Department of Health, the State Environmental Quality Review Law, and any other applicable laws and regulations.

8) Suspension or revocation of permit

A permit issued pursuant to this chapter may be immediately suspended or revoked by the Town Board after public hearing if the provisions of this chapter, requirements of the Tompkins County Health Department or conditions of the permit are not complied with or adhered to.

9) Penalties for offenses

A) A person who violates any provision of this chapter shall have committed an offense punishable by a fine not to exceed one thousand dollars (\$1,000.) or sixty (60) days in jail, or both. Each day such violation exists or continues shall constitute a separate offense.

B) In addition to the penalties described above, the Town Board of the Town of Enfield may also maintain an action or proceeding in the name of the Town in a court of competent jurisdiction to compel compliance with or to restrain by injunction the violation of this chapter.

END OF APPLICATION