

Events in Ossining PLANNING GUIDE

**Information to assist you in the completion of
your Special Event Permit Application**



Village of Ossining

The Village of Ossining is proud to celebrate special events, from community-based festivals to parades and athletic activities. Our goal is to enhance the vitality, quality of life, and economic prosperity of Ossining through the support of special events in our Village. The following information has been developed to guide you through the special event permit process in the Village of Ossining. As you read through the guide and complete the special event permit application, please be aware that these documents have been developed to address a wide range of event types and elements. You need only provide information to us about event planning aspects that relate to your particular special event. On behalf of the Village of Ossining, thank you for contributing to our community's spirit and vitality through the presentation of your event.

SPECIAL EVENT POLICY & GENERAL INSTRUCTIONS

I. PURPOSE:

Special events are largely beneficial to the community; however, assemblies or organized events that are anticipated to or are likely to attract a large number of people can adversely affect the well-being of Village residents and business owners. Large assemblies or events on public and private properties can disturb nearby residents in the peaceful enjoyment of their homes and property, interfere with the general public's normal use of highways and other municipal facilities, and be harmful to public safety and welfare. Large assemblages of people often result in the need for some control over traffic and parking, and can cause a strain on police and other municipal services. In an effort to provide for the well-being of the community, the Village Board of Trustees has established procedures whereby the Village can be informed in advance of assemblies and special events and can assure that such assemblies and events, if appropriate under the Village Code and the Constitution of the State of New York, can be accommodated without unduly burdening the community or the resources of the Village of Ossining, or unreasonably impacting or restricting the use of Village resources by other Village residents.

The Village of Ossining issues special event permits only for the portions of a special event venue and related event components located within the Village of Ossining that a) incorporate the use of public streets, sidewalks, right-of-ways, Village public parks or other Village public property (for example, a Village-owned parking lot used as part of a festival venue), or b) happen on private property and either affect public property or require Village support services. Examples of special events include festivals, parades, runs/walks, and other planned group activities that require the coordination of several Village departments for activities including, but not limited to, the sale of alcohol, on-site cooking, food sale, street closures, and placement of temporary structures such as tents and stages. The Village of Ossining does not issue special

event permits for the portions of a special event venue that are the responsibility of other jurisdictions.

A special event permit application is required for any temporary gathering, demonstration, performance, exhibition, amusement, or activity that is conducted or sponsored by a person, organization, entity, or association other than the Village of Ossining proposed to be held on public property or on private property but affecting public property or requiring Village support services, including, but not limited to, carnivals, circuses, fairs, bazaars, outdoor shows and concerts, parades, religious processions, walks, runs, marathons, bicycle races, which may involve one or more of the following:

- Alcohol will be served or sold (to the public)
- Entertainment/amplified sound
- Vendors selling food, products, or wares
- Carnival games/amusement rides
- Street or sidewalk closure is required
- Traffic control is needed
- Tent canopies or awnings over 400 square feet will be used
- Temporary structures, i.e.: stages
- Requires Village services (i.e.: Parks, DPW, Police)

II. SPECIAL EVENT GUIDELINES: General Instructions and Policies

III. APPLICATION SUBMISSION:

<https://register.communitypass.net/reg/pubcal.cfm?a=1692>

IV. SPECIAL EVENT PERMITTING PROCESS:

The Superintendent of Recreation and Parks shall review the applications for special event permits. If the application is found to be incomplete, the Superintendent or his/her designee shall notify the Applicant that the application is incomplete. No application will be considered for the issuance of a special event permit until determined to be complete. The application form shall be submitted no later than seventy-five (75) days before the special event is planned to take place. Application forms that are not submitted timely are subject to denial.

Upon receipt of a complete application, the Superintendent of Recreation and Parks or designee shall determine the Event Level of the proposed special event upon consultation with Village departments, when necessary. For Event Level 1, if the Superintendent determines that total attendance at the event will be 299 or fewer and, support services, if any, will only be required from the Department of Recreation and Parks, the Superintendent may grant the permit upon payment by the Applicant of all fees,

submission of certificates of insurance and bond, where required. The Superintendent shall notify the Applicant of any additional fees to be paid no later than 15 days prior to the event.

For Event Levels 2 and 3 and for those proposed special events under Event Level 1 where support services from other Village departments will be needed or where the Superintendent concludes that the application should be denied, the Superintendent shall promptly forward the application to the Special Events Advisory Committee (SEAC) pursuant to section 226-8.

V. SPECIAL EVENT DEFINITIONS

BLOCK PARTY: A neighborhood celebration or event, but shall not include a garage sale, yard sale, bazaar, rummage sale or other similar activity having the principal purpose of fundraising for an individual or organization, nor shall it include a political meeting or rally, carnival or theatrical or musical performance such as concerts or similar events. No block party shall charge a fee for any item, including but not limited to admission, food or beverage.

EXPRESSIVE ACTIVITY: Any assembly or similar gathering held for the purpose of exercising free speech activity protected by either the First Amendment to the United States Constitution or Article I, Section 8 of the New York State Constitution, which shall include conduct the sole or principle purpose of which is the expression, dissemination or communication of opinions, views, or ideas and for which no fee or donation is charged or required as a condition of participation in such assembly. It includes, by way of illustration and without limitation, press conferences, speeches, protests and demonstrations.

EVENT LEVEL: The Event Level will be determined by the Superintendent of Recreation and Parks or his/her designee in consultation, where necessary, with other village departments, as reviewed by the SEAC. There are three event levels:

- a) Event Level 1 - Anticipated attendance of participants, staff, volunteers and others not to exceed 299 as well as staff determination of scope of requested village support services; and
- b) Event Level 2 - Anticipated attendance of participants, staff, volunteers and others between 300 and 499 as well as staff determination of scope of requested village support services; and
- c) Event Level 3 - Anticipated attendance of participants, staff, volunteers and others exceeds 500 as well as staff determination of scope of requested village support services.

PUBLIC PROPERTY: Property which is owned, operated, maintained, and/or controlled

by the Village which is not rental in nature. Examples of public property include, but are not limited to, parking lots, plazas, public spaces, streets, sidewalks and parks.

PARADE: Any march or procession consisting of people, animals, bicycles, vehicles or a combination thereof, except funeral processions, on any public street, sidewalk, alley, or other public right-of-way, which obstructs, delays, or interferes, with the normal flow of pedestrian or vehicular traffic, or does not comply with traffic laws or controls.

SPECIAL EVENT: Any temporary gathering, demonstration, performance, exhibition, amusement or activity that is conducted or sponsored by a person, organization, entity or association other than the Village of Ossining, proposed to be held on public property or on private property either affecting public property or requiring Village support services. Examples of special events include, but are not limited to, carnivals, circuses, fairs, bazaars, outdoor shows and concerts, parades, religious processions, walks, runs, marathons, bicycle races, which may involve one or more of the following:

1. The closing of a public street.
2. The use, blocking, or restriction of Village property, roads, or rights-of-way.
3. The use of amplified sound exceeding the standards set forth in Chapter 178 (Noise) of the Village of Ossining Code.
4. The sale or service of food and/or alcohol to the public.
5. The substantial increase or disruption of the normal flow of traffic on any street or highway.
6. The placement of portable toilets.
7. The placement of temporary no-parking or directional signs or banners.
8. Construction and/or installation of temporary structures, including but not limited to a stage.
9. Installation of a tent exceeding 400 square feet.
10. The use of Village support services that would otherwise not be necessary in the absence of such an event.

SPONSOR: Individual, group of individuals, corporation, or other entity responsible for organizing the special event.

SUPERINTENDANT: Refers to the Superintendent of the Department of Recreation and Parks or his/her designee.

SUPPORT SERVICES: Those services which must be provided by the Village to ensure that a special event is conducted in such a manner as to protect the safety,

health, property, and general welfare of Village residents and property owners. Examples include fire protection, crowd management and control, traffic management and control, and sanitation services.

VI. POLICIES:

- 1) **BLOCK PARTY (STREET CLOSURE):** Street closures for a block party are organized special events held on a Village street where the entry and exit are closed to moving vehicular traffic. Applications for block parties shall be submitted to the Superintendent of Recreation and Parks for approval. The block party organizer shall notify all property owners/residents of the street(s) to be shut down of the terms of the proposed event and shall obtain the signatures of a majority of those property owners/residents consenting to the block party taking place. A fire lane sufficient for access by emergency/police personnel shall be maintained at all times during the block party. Block parties shall conclude by 9:00 pm Sunday through Thursday and 10:00 pm on Friday and Saturday. The organizers of the block party shall pay a street closing/obstruction fee as detailed in the Village's fee schedule. The applicant(s) for the block party shall agree in writing to hold the Village harmless from any and all obligations and liabilities which may arise from the temporary street closing which is the subject of the application. The applicant(s) are responsible for the removal of litter and debris resulting from the block party. The Superintendent of Recreation and Parks has the option of requiring the applicant(s) to submit proof of liability insurance for damage to property and personal injury arising out of the temporary street closing.
- 2) **MOVING ATHLETIC EVENTS/PARADES/PROCESSIONS:** Any march or procession consisting of people, animals, bicycles, vehicles, or a combination thereof, except funeral processions, on any public street, sidewalk, alley, or other public right-of-way, which obstructs, delays, or interferes, with the normal flow of pedestrian or vehicular traffic, or does not comply with traffic laws or controls.
 - a) It is understood that no tokens, candy, or other articles are to be thrown by parade participants in moving vehicle(s) to spectators along the route. Participants must hand them out.
 - b) The use of fireworks or other explosive-type devices is prohibited by parade participants along the route, as they may cause injury or danger to spectators.
 - c) A permit is required from the State Department of Transportation to close a State road or highway, from Westchester County for all County roads, and/or a permit from the Village of Ossining to close a Village street along a route. The Applicant is solely responsible for obtaining all approvals from the necessary County, State, or Village agencies.
- 3) **EVENTS WITH VENDORS/SITE PLAN:** A list of participating vendors with contact information, cooking, and disposal methods (where applicable) with a site plan of vendor locations with entry and exit points must be provided to the Superintendent of Recreation and Parks no later than 15 days prior to the event. Failure to provide

proper vendor information by the due date may result in denial of an application and/or the event. Under no circumstance will a refund be made due to Applicant's non-delivery of information.

- 4) **FEE CHARGES:** Payment of all fees shall be made to the Village of Ossining and paid at the Joseph G. Caputo Community Ctr. (Recreation Office), 95 Broadway, Ossining, NY 10562, with a copy of the application or via the payment link from the online application.
- 5) **SECURITY DEPOSIT:** The Superintendent and/or the Special Events Advisory Committee shall require the sponsor to provide a security deposit in an amount to be determined for clean-up expenses and for compliance with permit conditions. If the sponsor fails to honor the permit conditions or to adequately clean up the property after the event, the Village may use such portion of the security deposit as is required.
- 6) **VILLAGE EQUIPMENT:** Village equipment shall not be loaned or leased for public indoor or outdoor use unless the equipment is part of the Village facility being requested and used according to its intended purposes. Any authorized use of the Village equipment shall be subject to additional fees.
- 7) **SITE VIEWING:** The Applicant agrees to be present for Pre-event Site Inspection and Post-event Site Inspection if needed.
- 8) **CAPACITY:** The Village has the right to deny the use of a site because of capacity standards.
- 9) **DISORDERLY ACTS OF ANY KIND ARE ABSOLUTELY PROHIBITED, AND THOSE VIOLATING THIS PROHIBITION WILL BE EJECTED FROM THE PREMISES AND WILL FORFEIT THEIR FEES.**
- 10) **TERMINATION OF EVENT:** Applicant understands that at any time during the event, the Superintendent of Recreation & Parks, Chief of Police, Fire Chief, Village Manager, or their representatives may order the termination of the special event if it is in violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it creates unmanageable problems for public safety officials whereby the proper execution of their duties are threatened. The Village of Ossining, in its discretion, also reserves the right to cancel an event at any time if there is a weather-related event where a significant risk of damage could occur to Village-owned property or resources, or where a risk exists to public safety.
- 11) **TIMES OF EVENTS:** The Village shall determine the event's allowed time as it may be appropriate for the event and the surrounding neighborhood. Applicants shall be allowed a reasonable time for set-up and breakdown, which times shall be reflected in the permit.
- 12) **PORTABLE RESTROOMS:** Required number and location to be determined by the Village Building Inspector. Said facilities shall be removed within 24 hours following the conclusion of the event. Rental fees are the sole responsibility of the Applicant.
 - a) General Liability and Automobile coverage, as stated in the Village of Ossining's, Section 226-6 Fees, Insurance, Indemnification, and Other Requirements, will be required from the portable restroom company.

13)TRASH & CLEAN UP: Applicant shall make carting arrangements for all dumpsters needed for comingled trash and recycling.

- a) Carting company shall follow Ossining's green agenda:
 - i. Vendors are required to use appropriate compostable serving containers.
 - ii. All trash and cooking oils must be taken away upon vendor departure.
 - iii. DO NOT DUMP OILS/COALS ON THE GROUND or IN THE GRASS.
- b) The Applicant shall be responsible for clean-up at the site.
- c) The Applicant shall be billed after the event for any additional special maintenance services required for the event.
- d) General Liability and Automobile coverage, as stated in the Village of Ossining's Section 226-6 Fees, Insurance, Indemnification, and Other Requirements, will be required from the dumpster carting company.

14)SPECIAL STRUCTURES:

- a) **TENTS:** Per NY State Code Section 3103.2: Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the Village of Ossining Building Department. [Building Department Forms can be found here.](#)
 - i. The Building Inspector's approval is required for tent locations to prevent possible damage to gas or water lines. Applications for tent permits must be made no less than sixty (60) business days prior to set-up.
 - ii. Tents are not permitted to be anchored with stakes unless the permittee has had Dig Safe New York adequately mark the property (dial 811 from any phone to make arrangements– [click here for what you need to have before you call](#)). If Dig Safe New York is not being utilized, tents must be appropriately weighted, roped, and braced to withstand weather conditions at the time of the event.
 - iii. General Liability and Automobile coverage, as stated in the Village of Ossining's Section 226-6 Fees, Insurance, Indemnification, and Other Requirements, will be required from the tent company.
- b) **TEMPORARY STAGES:**
 - i. General Liability and Automobile coverage, as stated in the Village of Ossining's Section 226-6 Fees, Insurance, Indemnification, and Other Requirements, will be required from the builder of the special structure.

15)ELECTRICAL: If an event organizer will be utilizing a Village port for electricity, to obtain power, they will need to receive approval for this as part of the submission of the site plan. At no time can the event organizer or their vendors utilize electrical power from any public utility pole or outlets without this permission.

- a) Portable generators supplied by the event organizer for the purpose of obtaining electrical power are required to have General Liability and Automobile coverage, as stated in the Village of Ossining's Section 226-6 Fees, Insurance, Indemnification and Other.

16)ADVERTISING: Following receipt of the application, the Superintendent shall notify the Applicant in writing that the date(s) for the special event has been tentatively approved subject to receipt of outstanding documents, possible review by the SEAC, and payment of fees. Only upon receipt of this tentative approval, may the Applicant begin to advertise the special event.

17)SIGNS & BANNERS: All sign and banner requests must be submitted via Banner Permit application, available in the forms section of the Recreation and Parks Department on the Village's webpage. This permit is approved by the Superintendent of Recreation & Parks. Banner Permit applications must be submitted at least 30 days prior to the event. Applications submitted less than 30 days prior to the event will not be accepted.

- a) The Village will make every effort to accommodate the event organizer's preferences; however, due to limited space, the Village reserves the right to alter the banner display location.
- b) Please note that banner display dates and locations will be granted on a first-come, first-served basis.
 - i. REQUESTED BANNER DISPLAY LOCATIONS:
 - 200 Main Street
 - Croton Avenue @ Sherwood Avenue
- c) Village of Ossining banners & signs for sponsored events take precedence, and the Village reserves the right to remove/relocate signs.
- d) All banners may be displayed no more than three (3) weeks in total.
- e) All banners must be delivered to and retrieved from the Recreation & Parks Department located in the Joseph G. Caputo Community Ctr., 95 Broadway, Ossining, NY 10562
- f) All banners must be made of canvas, or corrugated plastic, or heavy-duty vinyl.
- g) Metal grommets must be placed at all four corners and every two feet along the banner with the following required dimensions:
 - i. 200 Main Street: 20 feet x 6 feet
 - ii. Croton Avenue @ Sherwood Avenue: 22 feet x 4 feet
- h) Canvas and heavy-duty vinyl banners must have wind cuts.

18)SELLING FOOD: Food vendors must provide documents that they are permitted to serve food from the Westchester County Department of Health and will follow their regulations.

- a) General Liability and Automobile coverage, as stated in the Village of Ossining's Section 226-6 Fees, Insurance, Indemnification, and Other Requirements, will be required from food vendors.
- b) All food vendors shall follow Ossining's green agenda:
 - i. Vendors are required to use appropriate compostable serving containers.
 - ii. All trash and cooking oils must be taken away upon vendor departure.
- c) DO NOT DUMP OILS/Coals ON THE GROUND or IN THE GRASS.

19)COOKING OUTDOORS: Proper preventative measures shall be taken to prevent grease from dripping onto the ground, streets, sidewalks, paving, etc. Proper arrangements, approved by the Village, shall be made for the disposal of grease.

- a) All food shall be safe for human consumption. The premises and all equipment and materials used by the Applicant shall at all times conform to the Westchester County Department of Health regulations and all applicable Village Fire Department laws, rules, and regulations. The Village reserves the right to require other sanitizing procedures that it may deem reasonable and necessary.

20)ALCOHOLIC BEVERAGES/OUTDOORS: Pursuant to section 190-4 of Village Code, the sale, gift, or consumption of alcoholic beverages, as the same are defined in the Alcoholic Beverage Control Law of the state, is prohibited within the area of any Village-owned property including parks, streets, sidewalks, parking areas, public spaces except upon the issuance of a [special] permit by the New York State Liquor Authority (SLA) in accord with the SLA's rules and regulations:

- a) Proof of proper licensure from the SLA must be displayed at all times for the sale, gift, or consumption of all alcoholic beverages, with a copy delivered to the Recreation Superintendent.
- b) It is the Applicant's responsibility to provide bartenders who are trained to recognize intoxication and ensure that any intoxicated person is not served alcohol. The Applicant or his agent will carry liquor liability insurance or its equivalent to the Corporation Counsel's satisfaction, both dram shop and host liability, with an additional limit of \$1,000,000. Proof of insurance for all subcontractors of the Applicant shall be provided to the Village. Consumption of alcoholic beverages in cups/cans is permitted in designated areas only; the Superintendent requires prior authorization by Recreation & Parks for deliveries of bulk containers such as kegs or cases. It is expected that a group's members will responsibly conduct themselves, and alcoholic beverages will be served only to group members over 21 years of age in the reserved area.

21)MOTION PICTURE FILMING: All Applicants requesting a site for motion picture recording should contact the Village of Ossining' Manager's Office, independent of the special event permit application, to obtain a permit to film within the Village at <https://www.Villageofossining.org/office-Village-manager/files/filming-permit>.

22)PYROTECHNICS/ SPECIAL EFFECTS: Any event utilizing any type of pyrotechnic displays/devices or special effects shall so specify on the special event permit application. The Applicant will be subject to separate permit terms and/or fees as determined by the Building Department and Ossining Fire Department as well as General Liability and Automobile coverage, as stated in the Village of Ossining's Section 226-6 Fees, Insurance, Indemnification, and Other Requirements.

23)AMPLIFICATIONS: Any event utilizing amplified sound systems shall so specify on the special event permit application. The Applicant will be subject to the Village's sound ordinance, Chapter 178 (Noise) of the Village of Ossining Code.

24)POST EVENT REPORT: Applicant further understands that records shall be kept of all Special Events and that repeat requests for approval of a special event shall be determined by previous performance history according to records on file as well as existing ordinances, policies, rules, and procedures. The Applicant may be required to meet with the Village Manager and Superintendent of Recreation & Parks for a debriefing within ten (10) days after the event.

25)COST REIMBURSEMENT: When there is an unexpected number of persons attending an event that may impact the health, safety, and welfare of the public, requiring the use of Village support services, the Applicant may be required to reimburse the Village for the costs of increased police protection, public safety oversight, fire and emergency protection and public works facilitation, including any additional equipment to adequately and safely control and protect the persons attending the event. Such costs shall include all necessary staffing needed to ensure the protection of those attending the event. The Superintendent shall notify the Applicant of the anticipated charges for such support services 30 days prior to the scheduled event. Those charges shall be paid to the Village no later than 15 days before the scheduled event. In addition, the Superintendent and/or the SEAC may require the Applicant to provide a letter of credit, bond, or other suitable security instrument, in an amount to be determined to secure compliance with the permit conditions and to ensure adequate clean-up of the property. If the Applicant fails to honor the permit conditions or to adequately clean up the property after the event, the Village may use such a portion of the security as is required to remedy the situation.

- a) PERMIT IS VALID ONLY ON DATE PRINTED ON PERMIT; UNDER NO CIRCUMSTANCE WILL A REFUND BE MADE due to inclement weather, reservation change, or for a reduction in length of event time.

26)INSURANCE: The event sponsor shall be responsible for providing the Village of Ossining's Corporation Counsel appropriate Certificates of Insurance and associated insurance policies no later than 15 days prior to the scheduled special event. Failure to timely provide the required insurance information may lead to the cancellation of the event. The general liability insurance shall include endorsements extending coverage to all structures constructed and/or brought to the special event, including but not limited to stages, tents, portable restroom facilities, generators. The Village reserves the right to change these limits of insurance. The Corporation Counsel for the Village will make the final determination that the required insurance limits are met.

PLEASE NOTE: The items below **must** appear on the Certificate of Insurance and must name the Village of Ossining as Additional Insured with a waiver of subrogation.

- a. **General Liability Insurance** \$1,000,000 per occurrence and \$2,000,000 aggregate policy must be provided.
- b. **Automobile Liability Insurance** \$1,000,000 per occurrence and \$2,000,000 aggregate policy must be provided.

- c. **Worker's Compensation Insurance and disability coverage**, in accordance with New York State Statutes, will be required and afford protection to any Village of Ossining off duty employees hired by the event holder/sponsor to work the event.
- d. **Host Liability Coverage** of \$1,000,000 per occurrence and \$2,000,000 aggregate policy must be provided if alcohol is served but not sold with the Village listed as an additional insured.
- e. **Liquor Liability Insurance** \$1,000,000 per occurrence must be provided if there is the sale or consumption of alcoholic beverages at the event.
- f. **Hold Harmless Agreement** must be signed on application by the event sponsor and secure an Insurance policy.

27)INFLATABLES The use of recreational inflatables (e.g. bounce houses) and mechanical rides are strictly prohibited on Village owned property.

28)NON-DISCRIMINATION/EQUAL OPPORTUNITY: Special events shall comply with all local, state, and federal laws and regulations pertaining to non-discrimination and equal opportunity in the areas of employment, subcontracting, and use of the Village's facilities.

Appendix

Village of Ossining Special Event FAQs

What is a Special Event?

A Special Event is any temporary gathering, demonstration, performance, exhibition, amusement, or activity that is conducted or sponsored by a person, organization, entity, or association other than the Village of Ossining proposed to be held on public property or on private property but affecting public property or requiring Village support services, including, but not limited to, carnivals, circuses, fairs, bazaars, outdoor shows and concerts, parades, religious processions, walks, runs, marathons, bicycle races, which may involve one or more of the following:

- The closing of a public street.
- The use, blocking, or restriction of Village property, roads, or rights-of-way.
- The use of amplified sound exceeding the standards set forth in Chapter 178 (Noise) of the Village of Ossining Code.
- The sale or service of food and/or alcohol to the public.
- The substantial increase or disruption of the normal flow of traffic on any street or highway.
- The placement of portable toilets.
- The placement of temporary no-parking or directional signs or banners.
- Temporary structures, for example, including but not limited to, a stage are to be constructed.
- A tent exceeding 400 square feet in size will be installed.
- The use of Village support services that would otherwise not be necessary in the absence of such an event.

How do I apply for a Special Event Permit?

Special Event Permits are available on in the Village website, under Forms on the Recreation and Parks page. Once you have submitted your permit application, the Superintendent of Recreation and Parks shall begin the review process.

If the application is found to be incomplete, the Superintendent or designee shall notify the Applicant that the application is incomplete. No application will be considered for the issuance of a special event permit until determined to be complete. The application form shall be submitted no later than seventy-five (75) days before the special event. Application forms that are not submitted timely are subject to denial.

Upon receipt of a complete application, the Superintendent of Recreation and Parks or designee shall determine the Event Level of the proposed special event upon consultation with Village departments, when necessary. For Event Level 1, if the Superintendent determines that total attendance at the event will be 299 or fewer and, support services, if any, will only be required from the Department of Recreation and Parks, the Superintendent may grant the permit upon payment by the Applicant of all fees, submission of certificates of insurance and bond, where required. The Superintendent shall notify the Applicant of any additional fees to be paid no later than 15 days prior to the event.

For Event Levels 2 and 3 and for those proposed special events under Event Level 1 where support services from other Village departments will be needed or where the Superintendent concludes that the application should be denied, the Superintendent shall promptly forward the application to the Special Events Advisory Committee (SEAC) pursuant to section 226-8.

How I apply for a Special Event Permit?

Permit applications are accepted online on the [Village's website](#) and in person. Printed applications are available for pick up at the Joseph G. Caputo Community Ctr. (Recreation Office), 95 Broadway, Ossining, NY 10562.

Can I advertise my event before I get a permit?

Following receipt of the application, the Superintendent shall notify the Applicant in writing that the date(s) for the special event has been tentatively approved subject to receipt of outstanding documents, possible review by the SEAC, and payment of fees. Only upon receipt of this tentative approval may the Applicant begin to advertise the special event.

How long will it take to permit my event?

The approval process for the Special Event applications vary in timeframes. For Event Level 1, permits can be issued between 2-4 weeks. For larger events at Event Levels 2/3, which require Village support services, applications are referred to the Special Events Advisory Committee (SEAC) for review and can take between 1-2 months for issuance.

How far in advance do I need to apply for a permit?

- Special Event Permit applications are due 75 days before event date. Application forms that are not submitted timely are subject to denial.
- Banner/Sign permit applications must be submitted at least 30 days prior to the event.
 - Applications submitted less than 30 days prior to the event will not be accepted.
 - The Village will make every effort to accommodate your preferences; however, due to limited space, the Village reserves the right to alter the banner display location.
 - Please note that banner display dates and locations will be granted on a first-come, first-served basis.
- The Building Inspector's approval is required for tent locations to prevent possible damage to gas or water lines. Applications for tent permits are available on the [Village's website](#) and must be made no less than sixty (60) business days prior to set-up.

What are the costs for a Special Event Permit? Are there additional costs?

| Special Event Permit Fees | | |
|---|---|---|
| Fee information | Criteria | Fee |
| Block Party Application Fee | There is no application fee for a Block Party to be held in the Village of Ossining, however the applicant must have approval and follow the guidelines set in Local Law 1-2021 the Ossining Planning Guide. | \$0 |
| Special Event Application Fee | This application fee is required for all special event applications and is not refundable - even if event producer does not hold the event | \$25 |
| Banner Application Fee | This application fee is required for all banner applications and is not refundable | \$25 (Event in Ossining) \$50 (Event outside of Ossining) |
| Street Closing of Parking Spots & Municipal parking spots | For events where street metered parking or municipal spots are closed | \$10/spot (per day) |
| Event Level 1 (up to 299 in attendance) | Attendance up to 299 people held on Village owned property will require one Parks & Recreation Employee | \$200 |
| Event Level 2 (between 300 - 499 in attendance) | Attendance between 300 - 499 people held on Village owned property or private property which may require services outside of Parks & Recreation (OPD/OVAC/OFD/Public Works) | \$500 |
| Event Level 3 (attendance exceeds 500) | Attendance which exceeds 500 people held on Village owned property or private property which may require services outside of Parks & Recreation (OPD/OVAC/OFD/Public Works) | \$700 |
| Security Deposit | A security deposit is required for all Special Events where an event level is assigned. The deposit will be held in a non-interest bearing account and will be returned to the event producer based upon a clean review of the event space upon completion. | Event Level 1: \$200 Event Level 2: \$500 Event Level 3: \$700 *Unless otherwise specified |

Is there a contact in the Village that I can speak to with questions and/or comments?

Please contact the Superintendent of Recreation and Parks @ recreation@villageofossining.org

What is Special Events Advisory Committee (SEAC)?

Pursuant to Section 226-8 of Village Code: Special Events Advisory Committee (SEAC) is composed of the following officials or their designees:

- Village Manager, who shall serve as SEAC chairperson
- Superintendent of Recreation and Parks
- Police Chief
- Chief Engineer of the Fire Department
- Captain of the Ossining Volunteer Ambulance Corps
- Village Engineer
- Building Inspector
- Director of Planning
- Corporation Counsel

The SEAC is responsible for reviewing, evaluating, approving or disapproving all applications for Event Levels 2 and 3 and those Event Level 1 applications referred by the Superintendent. The SEAC shall consider among other things, the number of anticipated attendees, required village support services and the village's ability to provide such services. The SEAC may:

- Approve or disapprove an application as submitted. If the application is disapproved, the SEAC shall state in writing the reason(s) for the disapproval.

- Establish the terms and conditions for the special event. Terms and conditions may include, but are not limited to location, timing, scope and/or financial arrangements.

The SEAC shall be subject to the provisions of the Open Meetings Law (Public Officers Law Article 7). Meetings shall be open to the public and noticed as required by law. Five members of the SEAC shall constitute a quorum for conducting business. Decisions shall be made by a majority vote of the SEAC membership. The Superintendent shall forward applications to the SEAC chairperson within two business days of receipt. The SEAC chairperson shall call a meeting of the SEAC and provide the SEAC with the application and any attachments. Except for unusual circumstance, the meeting should be held no later than five business days after the SEAC application is forwarded to the chairperson. The SEAC shall issue its written decision within two business days of the meeting, unless additional information has been requested. The SEAC's decision shall not be issued fewer than twenty-five calendar days before the scheduled special event. If the application is denied or includes modifications not agreed to by the applicant, the applicant may appeal the SEAC decision to the Board of Trustees, which at a public meeting shall decide to affirm, modify or reverse the SEAC's determination.

The SEAC may deny a special permit for any of the following non-exclusive factors:

1. There are inadequate village resources available to protect the health, safety, property and general welfare of the residents and property owners of the village or the safety of participants and/or attendees at the event;
2. The special event has been the subject of a violation or has had any adverse impacts on the surrounding property in the village within the last two years;
3. The special event does not provide for sufficient services or facilities;
4. A high probability of disorderly conduct likely to endanger public safety or to result in significant property damage may result from the special event; or
5. A prior application for another special event on the same date has received temporary approval or issuance of a special permit.

Once a special event permit has been issued, any proposed amendment or modification to the permit shall be submitted in writing to the Superintendent promptly but no later than three business days prior to the event. Such amendment or modification may include by example, but are not limited to the identity of the event sponsor, date of the event, the location or route of the event, the number of attendees or the addition of tents, alcohol or food. For an Event Level 1 permit granted by the Superintendent, the Superintendent shall review the proposed amendment or modification and shall have the discretion to rescind or modify the permit due to changed conditions. For Event Types 2 and 3 and Event Type 1 determined by the SEAC, the Village Manager shall review the proposed amendment or modification and upon consultation with staff shall have the discretion to rescind or modify the permit due to changed conditions.

If, after the special event permit has been issued, a determination is made that any of the representations and/or statements contained in the application including requested documents were materially false, the Village Manager or designee, may rescind or modify such permit.

If at the time of the scheduled special event it is determined that any of the permit conditions are not being complied with, the Village Manager or designee, may terminate or suspend the event until such conditions are satisfied. Village staff may take all necessary actions to effectuate the Village Manager's determination.

In addition to the authority to suspend or terminate a special event pursuant to section 226-9(D), the Village Manager or designee may close the special event or any portion thereof that is determined to present an imminent hazard to the health, safety, property or general welfare of the residents and property owners of the village or the safety of participants and/or attendees at the special event.

In the event that a special event permit is rescinded prior to the scheduled event date, the applicant may appeal such determination to the Board of Trustees in writing. Following a public meeting, the Board of Trustees may affirm or overturn the decision.

Who reviews Special Event Applications?

Special Event Applications are initially reviewed by the Superintendent of Recreation and Parks. If the Superintendent of Recreation and Parks deems the event to be Event Level 2/3, the SEAC will review.

Village of Ossining Special Event Application Checklist

The Village of Ossining issues special event permits only for the portions of a special event venue and the related event components located within the Village of Ossining that incorporate the use of public streets, sidewalks, right-of-ways, Village public parks or other Village public property, or on private property either affecting public property or requiring Village support services. For example, a Village-owned parking lot used as part of a festival venue. Examples of special events include festivals, parades, runs/walks, and other planned group activities that require the coordination of several Village departments for activities including the sale of alcohol, on-site cooking, food sale, street closures, and placement of temporary structures such as tents and stages. The Village of Ossining does not issue special event permits for the portions of a special event venue that are the responsibility of other jurisdictions.

Complete applications must be submitted to the Village no later than seventy five (75) days prior to the event.

Please submit the following with the application

- ☐ Event details and description
- ☐ Name, address, e-mail address, and telephone number of the event producer
- ☐ Proposed date, location, and hours of operation
- ☐ Projected attendance at the special event
- ☐ Trash collection plan
- ☐ Electrical plan

Additional Documents

- ☐ If building a temporary structure (stage/tent), you will be required to obtain a [Building Permit Application](#).
- ☐ Site map of the event must be submitted with application. This can include a sketch or map, schedule of events and/or parade routes showing street closures/barricades, booths, beer garden, stage set-up or any other activities relating to the event and event site. Please include street names, boundaries marked on map, placement of any barricades, fencing, tables, tents etc.
- ☐ Include any other permits pertaining to this special event (i.e. building department, SLA, Westchester County Health Department, etc.) must be submitted with the application for a special event permit.

- ☐ Proof of Insurance Information as required.
- ☐ Hold Harmless as required.
- ☐ Proof of proper licensure from the SLA must be displayed at all times for the sale, gift, or consumption of all alcoholic beverages, with a copy delivered to the Recreation Superintendent.
- ☐ Special Event Permit Fees as noted in the Villages Fee Schedule.
- ☐ Refundable security deposit for the event.