

Prepared By:  
Town Of Warwick  
132 Kings Highway  
Warwick, NY 10990

Permit #: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Hours of Event:  
From: \_\_\_\_\_  
To: \_\_\_\_\_

## Special Event Permit

**\*Applicants are required to meet with Town Board members to discuss details of Special Event before Town can grant approval.**

Chapter 115. Public Assemblies and Entertainment  
Article II. Conditions Pertaining to Temporary Outdoor Public Gatherings. § 115-10. Permit fee.  
The applicant shall pay to the Town at the time the application is submitted a fee of \$25 per day for each day of operation.

To: Town Board  
Town of Warwick  
Warwick, NY 10990

Application is hereby made for a Special Event Permit for access to road(s) in the Town of Warwick.

A. Applicant:

\_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Evening #: \_\_\_\_\_ Emergency #: \_\_\_\_\_

B. Address: \_\_\_\_\_

C. Name of Road(s) (Attach map of Route):

\_\_\_\_\_  
\_\_\_\_\_

D. Nature and Purpose of Permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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If Permit is granted, I hereby agree to conform to all the conditions and restrictions forming a part of this Permit and to conform to all local ordinances, if any, and to conform to the provisions as set forth in the M.U.T.C.D. (Manual of Uniform Traffic Control Devices).

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Applicant's Signature

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Title

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Date

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Address

### **Conditions and Restrictions**

1. This Permit shall not be assigned or transferred except with the written consent of the Town Board.
2. Notice shall be given by said applicant at least 48 hours prior to a Regular Meeting of the Town Board held on the 2<sup>nd</sup> or 4<sup>th</sup> Thursday of each month.
3. The Applicant hereby agrees to indemnify and save harmless the Town of Warwick from all suits, actions or damages of every kind whatsoever which may arise from or on account of the event under this Permit. General Liability Insurance for the protection of the Applicant and the Town of Warwick will be maintained in such an amount and in such company and in such case as the Town Board may require. Be sure to attach a Certificate of Insurance naming the Town of Warwick, 132 Kings Highway, Warwick, NY 10990 as additional insured.
4. The Town Board reserves the right to revoke or cancel this Permit at any time should the Applicant fail to comply with the terms and conditions herein prescribed.
5. Applicant's approved copy of this Permit shall be in possession of the parties actually involved.
6. This Permit application is subject to such other consents as are required by Law.
7. Arrangements shall be made with the Town of Warwick Police Chief to provide, during the period of such Special Event, for the handling of pedestrian and motor vehicle traffic, the re-routing of traffic, caring for emergencies and other related needs.
8. Applicant will be charged a fee for police personal services (payroll/labor) if additional police officers are required at this event. Additional personnel and amount to be determined by the Police Chief.

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**AGREEMENT  
FOR  
POLICE SERVICES**

This agreement dated \_\_\_\_\_, between, \_\_\_\_\_  
\_\_\_\_\_ with offices at \_\_\_\_\_  
and the Town of Warwick, a New York Municipality, with offices at 132 Kings Highway, Warwick,  
NY 10990, (Town) for services to be provided to \_\_\_\_\_  
by the Town.

Whereas, \_\_\_\_\_ desires to have the  
Town provide specific police services to \_\_\_\_\_ at  
the \_\_\_\_\_, and;

Whereas, The Town is willing and able to provide such services as outlined below at a  
cost set forth below, \_\_\_\_\_ and the Town hereby agree as follows:

1. The Town will provide police presence in the form of up to one police cruiser and officer up to \_\_\_\_\_ as requested. The officer(s) provided will be regular Town of Warwick Police officers assigned at the discretion of the Town of Warwick Police Chief or his designated agent.
  
2. The Town hereby certifies that it maintains General Liability insurance including law enforcement activities in a base amount of \$1,000,000 together with an umbrella policy for \$10,000,000 for all underlying occurrences. The Town also maintains the statutory Workmen's Compensation insurance as required by New York State. Copies of said policies shall be made available to \_\_\_\_\_ upon request.
  
3. It is further understood and agreed by and between the parties hereto that the Town shall only be required to make its best efforts to provide the manpower and equipment as noted above. The parties recognize that there may be emergency or other circumstances under which the officers or equipment assigned to the \_\_\_\_\_ details may be required for public safety to be positioned elsewhere. Such reassignment shall not be regarded as a breach of this contract if such should occur.
  
4. The period of time covered by this agreement shall run from \_\_\_\_\_ until \_\_\_\_\_, unless extended by mutual agreement of the parties hereto.

5. The cost to \_\_\_\_\_ for the above services shall be as follows:

a. A charge of \$120.00/hour/officer will be due and payable prior to filming/Special Event.

$$\frac{\text{_____}}{\text{\# of Police}} \times \$120.00 = \frac{\text{_____}}{\text{Total}} \times \frac{\text{_____}}{\text{\# of Hours}} = \frac{\text{_____}}{\text{Total Police}}$$

b. In addition, a charge of \$20.00/hour for each car assigned shall be computed and billed to compensate for wear and tear, fuel, etc.

$$\frac{\text{_____}}{\text{\# of Cars}} \times \$20.00 = \frac{\text{_____}}{\text{Total}} \times \frac{\text{_____}}{\text{\# of Hours}} = \frac{\text{_____}}{\text{Total Cars}}$$

c. Cost of miscellaneous safety equipment deemed necessary or desirable by the Town shall be billed to \_\_\_\_\_ at a cost basis. Such items might include but not necessarily be limited to flares, cones, etc.

$$\frac{\text{_____}}{\text{Total Police}} + \frac{\text{_____}}{\text{Total Cars}} + \frac{\text{_____}}{\text{Miscellaneous}} = \frac{\text{_____}}{\text{Total Amount Due}}$$

6. If the final cost exceeds the total amount due, the applicant will be responsible for any additional costs which will be reflected on a final bill.

\_\_\_\_\_  
**Applicant's Name (PRINT)**

\_\_\_\_\_  
**Applicant's Signature**

Town of Warwick

By: \_\_\_\_\_  
**John Rader,**  
**Chief of Police**

By: \_\_\_\_\_  
**Michael P. Sweeton,**  
**Town Supervisor**