

1915 Lucas Avenue  
Cottkill, NY 12419



Phone (845) 658-3159  
Fax (845) 658-8744

## EVENT APPLICATION

**(Please do not advertise your event until permission from the Town is given)**

Application **MUST BE RECEIVED** by the Town of Rosendale at least **60** days prior to the event.

Organization Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Organization's Website: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_

Location of event (start point/end point):  
\_\_\_\_\_

Number of people expected: \_\_\_\_\_

Describe in detail your organization's Event including any requested road closures and anticipated traffic delays:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Print Point of Contacts Name                      Phone #s                      Emails**

Vendors: \_\_\_\_\_

Music: \_\_\_\_\_

Security: \_\_\_\_\_

First Aid \_\_\_\_\_

Parking: \_\_\_\_\_

**(Any additional vendors please print on an extra sheet of paper.)**

**Mail, e-mail or drop off completed applications to:**  
Town of Rosendale, 1915 Lucas Avenue, Cottkill, NY 12419  
Townclerk@townofrosendale.com

### COVID 19 PROTOCOLS

**Event applications that are approved by the Town Board of the Town of Rosendale must follow State, County and Town mandated COVID protocols that are in effect at the time of the event.**

<https://coronavirus.health.ny.gov/home>

<https://ulstercountyny.gov/coronavirus>

# CHECK LIST

## Requirements for Events in the Town of Rosendale - Festivals, Filming, Races, etc.

The Town of Rosendale needs the following before the event can be brought to the Town Board for consideration:

- Completed Event Application. (Page 1)
- Certificate of Insurance listing the “Town of Rosendale, 1915 Lucas Avenue, Cottekill, NY 12419” as additionally insured.
- Approval from Ulster County Department of Public Works, New York State Department of Transportation and/or the Town of Rosendale Highway Superintendent for any roads being used/crossed/involved/closed or delays. **(Additional fees may apply)**
- Approval from the Rosendale Chief of Police. **(Additional fees may apply)**
- Approval from Ulster County Emergency Services.
- **Approval from Town of Rosendale Fire Marshall if having a fire.**
- Notification to all Fire Departments where the Event will be held forwarded to the Town Clerk.
- **Approval from property owner (if private property) \*The Town of Rosendale DOES NOT approve of any use of private property. The property owner MUST be contacted directly for approval and a letter sent to the Town Clerk.**
- Approval from Wallkill Valley Land Trust if event is on or includes the Rail Trail.
- Site plan showing the event location. **(Detailed map of where the event will take place, including any routes, roads, property & parking areas including any remote parking & transportation to and from site.)**
- Road Closures – if a road is being closed for a significant amount of time notification must be provided of the road closure and alternate routes. **\*signs may be an option approved by the Town.\***
- Completed Event Application. (Page 1)
- **Application and fees are due at least 60 days prior to the Event. There will be no exceptions under any circumstances.** – Please see Application Fee Schedule below; all application fees are non-refundable. (There may be other fees such as reimbursement for staff time and any rental fees for use of Town property)
- Food Vendors – If there will be food vendors; a permit will be needed from the Ulster County Department of Health and a copy sent to the Town Clerk.
- Camping – The Ulster County Health Department allows 60 hours of camping per year per location. If this is exceeded for a location this will also require a permit and proof will be needed.

Type of Event	# of people	1 Day Event	2 Days Event
Movies (film crew/actors)	1-50 *Needs Town Clerk approval. All check list items must be followed.	\$ 50.00	\$100.00
	51-100 *Needs Town Board approval. All check list items must be followed.	\$ 75.00	\$150.00
	101+ *Needs Town Board approval. All check list items must be followed. <b>*Multiple locations will have additional event application fees to be determined by type of usage*</b>	\$125.00	\$250.00
Runs (participants/staff)	1-50 *Needs Town Clerk approval. All check list items must be followed.	\$ 50.00	\$100.00
	51-100 *Needs Town Board approval. All check list items must be followed.	\$100.00	\$200.00
	101+ *Needs Town Board approval. All check list items must be followed.	\$150.00	\$300.00
Events/Festivals (attendees/staff)	1-100 *Needs Town Clerk approval. All check list items must be followed.	\$ 75.00	\$150.00
	101+ *Needs Town Board approval. All check list items must be followed.	\$125.00	\$250.00
	1000 + *Needs Town Board approval. All check list items must be followed.	\$250.00	TBD
Police, Highway, Traffic Control	Traffic Control & Safety requiring Town resources will result in additional fees to be determined based on the level of need.	TBD	TBD

**(For each day beyond a two-day event is an additional \$50.00 fee per day.)**

\*The applicant can refer to the Town of Rosendale Code - Chapter 45 - Mass Gatherings which details out what we need further.

\*The Town Board will be notified of all Town Clerk approved events.

**Office Use Only**

Payment: \$ \_\_\_\_\_ Received: \_\_\_\_\_ CC: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_  
Application Received: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_

## CONTACT LIST

Ulster County Department of Public Works: (845) 340-3131

Ulster County Health Department – (845)340-3150

**Rosendale Fire Marshall:** (845) 658-3159 Ext. 5  
Kevin Hines: firemarshal@townofrosendale.com

Rosendale Highway Department: (845) 658-9851  
Dorene Whitaker: highwayclerk@townofrosendale.com

Rosendale Police Department: (845) 658-9000  
Chief Scott Schaffrick: sschaffrick@rosendalepd.org

Wallkill Valley Land Trust (Rail Trail): (845) 255-2761

Bloomington Fire District: (845) 706-4414  
Chief Joe Hafner Jr.: Jhafner@hvc.rr.com

Cottekill Fire District: (845) 532-9175  
Brad Fiore: info@cottekillfire.org

High Falls Fire District: (845) 417-2039  
Jessica Decker: jldecker61@gmail.com

Rosendale Fire District: (845) 853-2039  
Chief Nick Rider: nrider@rosendalefiredept.com

Tillson Fire District: (845) 443-3167  
Chief Bill Miller: bmillersglm60@gmail.com

Everett Erichsen, Ulster County Emergency Services: (845) 331-7000