



1915 Lucas Avenue  
Cottkill, NY 12419

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

## EVENT APPLICATION

**A non-refundable application fee of \$25.00 is to be paid  
at time of submitting the 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: \_\_\_\_\_

Event Title: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Number of people expected including staff/vendors: \_\_\_\_\_

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

<b>Print Point of Contacts Name</b>	<b>Phone #s</b>	<b>Emails</b>
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 Ave., Cottkill, NY 12419 - [Townclerk@townofrosendale.com](mailto:Townclerk@townofrosendale.com)

### **For Office Use Only**

Payment: \$ \_\_\_\_\_ Received: \_\_\_\_\_ CC: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

Application Received: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

# EVENT REQUIREMENTS CHECK LIST

The Town of Rosendale needs the following before the event can be brought to the Town Board for a site plan review/approval. **It is the responsibility of the applicant to receive all approvals/notifications and forward them to the Town Clerk's office at least one week prior that the event is scheduled to be put on the Town Board agenda.**

**townclerk@townofrosendale.com**

\_\_\_\_\_ - 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. (Additional fees may apply)**

\_\_\_\_\_ - **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 letter 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 or mandated by the Town. \***

\_\_\_\_\_ - **Fees are due at least 20 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 are 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.

**\*Multiple location usage will have additional event application fees to be determined\***  
 (Inspection fees of \$75.00 per visit from any other Rosendale Department entities are not included in the below fees.)  
**Traffic Control & Safety requiring Town resources Police/Highway will result in additional fees**  
**to be determined based on level of need.**

**\*The below fee schedule amounts may differ upon Town Clerk/Town Board discretion of Site Plan Review\***

Type of Event	Number of People (including participants/staff/vendors)	1 Day Event Fee	Under 5 Days Fees Per Day	Mutiple of 30 days or following months
	1-50 Needs all check list items and Town Clerk Approval	\$50.00	\$50.00	\$100.00
Runs/Parades	51-100 Needs all check list items & Town Board Approval	\$100.00	\$50.00	\$125.00
	101 + Needs all check list items & Town Board Approval	\$150.00	\$50.00	\$150.00
Type of Event	Number of People (including participants/staff/vendors)	1 Day Event Fee	Under 5 Days Fees Per Day	Mutiple of 30 days or following months
	1-100 Needs all check list items and Town Clerk Approval	\$75.00	\$50.00	\$200.00
Events/Festivals	101+ Needs all check list items & Town Board Approval	\$125.00	\$50.00	\$250.00
	1000 Needs all check list items & Town Board Approval	\$250.00	\$50.00	\$300.00

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

\*Please refer to the contact list below for approvals of the  
 County, Town, Police, Highway, Fire Marshal, and Fire Districts.

## CONTACT LIST

### COUNTY CONTACTS

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

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

Ulster County Health Department: (845)340-3150

### TOWN OF ROSENDALE DEPARTMENTS

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

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

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

### RAIL TRAIL

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

### FIRE DISTRICTS:

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

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

**Cottkill Fire District:** (845) 532-9175  
 Brad Fiore: info@cottkillfire.org

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

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