



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 the 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:

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 Ave., Cottkill, NY 12419 - 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 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
Runs/Parades	1-50 Needs all check list items and Town Clerk Approval	\$50.00	\$50.00	\$100.00
	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
Events/Festivals	1-100 Needs all check list items and Town Clerk Approval	\$75.00	\$50.00	\$200.00
	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 on page three for approvals for 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:
 Office: (845) 658-3159 Ext. 0
 For Emergencies: (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

Cottkill Fire District: (845) 687-6171
 David Gagnon: David@gagnoncpa.com

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

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