



**The Village of Watkins Glen**  
303 North Franklin Street  
Watkins Glen, NY 14891  
Phone: (607)-535-2736  
Fax: (607)-535-7621  
TTY: (800) 662-1220

**Application for a Special Event**

**Event Information:**

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Date and Time for Set up: \_\_\_\_\_

Date and Time for Take down: \_\_\_\_\_

Event Activities: \_\_\_\_\_

\_\_\_\_\_  
(Entertainment, vending, fireworks, gaming, etc. Please attach any additional information)

Purpose: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

Will Alcoholic Beverages be served?                      Yes / No                      Sold?    Yes / No

Does the Event require Fire/EMT equipment?                      Yes / No  
(If yes, please complete and sign Fire Department Checklist attached.)



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**Special Equipment/ Services Requested:**

Item	Quantity	Details – locations, types, sizes, etc.
<b>Police:</b>		
Traffic control		
Street Closings		
Security (company)		
<b>Streets:</b>		
Barricades		
Stop signs		
Traffic cones		
<b>Water:</b>		
Water test		
<b>Sewer:</b>		
Port-a-johns		
Grease barrels		
<b>Electric:</b>		
Power needs		
Additional power		
<b>Codes:</b>		
Tents - (sizes, certified, stakes)		
Access - crowd movement		
<b>Parks:</b>		
Trash cans		
Trash removal		
Parking		



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**For Village Use Only**

**Departments Contacted and Approved:**

Board \_\_\_\_\_ Office \_\_\_\_\_ Parks \_\_\_\_\_ Electric \_\_\_\_\_  
 Streets \_\_\_\_\_ Police \_\_\_\_\_ Water \_\_\_\_\_ Fire \_\_\_\_\_  
 Sewer \_\_\_\_\_ EMS \_\_\_\_\_ Code \_\_\_\_\_ Super \_\_\_\_\_

Does this event require firefighting equipment?	Yes	No	
If yes, where is the designated location for fire equipment?			
Are there food vendors on site?	Yes	No	
* If so, what fuel sources are being used?	Propane	Electric	
Will there be generators on site?	Yes	No	
* If so, what fuel sources are being used?	Propane	Gas	Diesel
Will there be temporary electric provided?	Yes	No	
Will there be fireworks?	Yes	No	
* If so, what is the location?			
Is there a need for EMS services at this event?	Yes	No	
* If yes, where is the designated location for EMS equipment?			
Has a map of the festival/event been provided?	Yes	No	
* Please indicate generators, fuel source locations, electric services, vendors and booths.			



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**\* Disclaimer**

The Watkins Glen Fire Department provides Fire Protection and non-transporting BLS EMS services for events when needed.

All Fire/EMS staging/parking locations are subject to change per the Watkins Glen Fire Chief. There must be a minimum of two parking spaces available at all times for Fire and EMS vehicles.

Failure to provide this information could result in the Watkins Glen Fire Department not covering the festival/event.

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Event Coordinator Signature

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Date

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Fire Chief Signature

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Date