



Village of Cooperstown

22 MAIN ST. P.O. BOX 346 COOPERSTOWN, NY 13326 (607) 547-2411 • FAX (607) 547-5487

APPLICATION TO USE VILLAGE PROPERTY

1. NAME: _____

2. BUSINESS NAME: _____

3. ADDRESS: _____

4. PHONE NUMBER: _____

5. E-MAIL: _____

6. EVENT: _____

7. ESTIMATED NUMBER OF PEOPLE: _____

8. LOCATION: Village Office Meeting Room

Village Streets *Specifically:* _____

Other *Please specify:* _____

9. DATE AND TIME REQUESTED: Date: _____ From: _____ To: _____

7. THE FOLLOWING ITEMS MUST BE INCLUDED WITH THE APPLICATION:

A. A certificate of insurance naming the Village of Cooperstown as additionally insured with coverage of \$2,000,000 aggregate, \$1,000,000 occurrence.

B. Permit Fee - \$25.00

C. Use Fee – May apply (*To be determined by the Village Board of Trustees based on type of use*)

D. Description of use and all pertinent details.

E. Signed notification form from Village Police Department for events requiring road closures, Police Department Coverage and/or other similar events.

F. Copy of County Issued permit for firework displays and other events as required.

Continued on reverse side

THE FOLLOWING GUIDELINES MUST BE ADHERED TO OR YOU WILL BE IN VIOLATION OF THE PERMIT:

- A. No smoking is allowed in any public parks.
- B. No alcoholic beverages are allowed on any Village Property.
- C. Any person, whether owner, agent, builder, contractor, tenant or otherwise, who violates any provision of the Village ordinance on the use or alteration of Village property shall be subject to a penalty of not less than \$200 and not to exceed \$350. In addition, any person who has not obtained the required permit shall immediately cease the activity for which such permit is required upon notification by an appropriate Village Official of the violation of this ordinance.

This application is not a permit and must be accompanied by the items listed above. Said use shall not occur without the issuance of a permit.

DATE

SIGNATURE OF APPLICANT

OFFICE USE ONLY

<i>Certificate of Insurance</i>		<i>Permit Fee</i>	
<i>User Fee</i>		<i>Event Details</i>	
<i>County Permit</i>		<i>PD Notification Form</i>	
<i>Approved / Denied</i>		<i>Permit Number</i>	

Other Notes and/or Reason for Denial: _____
