



# 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  
\_\_\_\_\_ Ballroom\* at 22 Main Street (check all that apply) ·
  - chairs (how many? \_\_\_\_\_)
  - microphone & sound system
  - laptop hookup for video only (requires HDMI or VGA connection)
  - laptop hookup for video & audio (requires HDMI or VGA connection and headphone jack)
  - DVD/Blu-ray player\_\_\_\_\_ Village Streets Specifically: \_\_\_\_\_  
\_\_\_\_\_ Other Please specify: \_\_\_\_\_

**\*The Ballroom is lit by a skylight and natural light should be expected within the space during daylight hours – this may limit the quality of projected video.**

9. DATE AND TIME REQUESTED: Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

10. 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, including a plan that addresses compliance with current CDC and NYS Department of Health guidelines.
- 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.

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:* \_\_\_\_\_

\_\_\_\_\_