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CITY OF SARATOGA SPRINGS
APPLICATION FOR PARADE - SPECIAL EVENTS PERMIT

All applications for permits must be made at least thirty (30) days in advance of the scheduled event.

1. Name/Title of Person Making this Permit: Lisa Morahan / Executive Director
2. Name of Organization Making this Permit: New York State Recreation & Park Society
3. Event Is (Check One): Special Event Parade Bike/Road Event
4. Mailing Address of Organization: 19 Roosevelt Drive Saratoga Sp, NY 12866
5. Organization Contact Telephone Number(s): 518 584 0321
6. Event Name: Horse Movie Series
Purpose and brief Description of Event: A 4 week movie series to play favorite horse movies. 2 in Congress Park
7. Exact Location of Event: Grass Area by war memorial
8. Date of Event: 8/16 & 17 Begin Time of Event: 7:00pm End Time of Event: 11:30pm
9. In fact, please provide the width of the street to be utilized in the event: _____
10. For parades or bike/road races, please provide in miles the anticipated length of event: _____
11. Expected Participants in Event: 10 Expected Community Attendance: 200
** never done - no history in #.*
12. On Attachment A provided:
 - * For Special Events: please provide a diagram of the grounds on which the event is to be held. Your diagram must show (1) the location of all buildings, highways, and other lines of communication; (2) audience access egress points; and (3) the location of all nearby truck, telegraph or telephone lines or other overhead obstructions.
 - * For Parades and/or Bike/Road Events: Please provide a map of the route to be taken showing the starting and ending points including each street to be traversed for the event.
13. Attachment B: Please provide a copy of the community notification your organization will distribute to any property owner who may be affected by the event conducted as needed.
14. Attachment C: Please provide a Permit issued by the NYS Department of Health for any event whose participants and attendance is expected to be 5,000 individuals or greater.
15. Attachment D: Please provide a Safety Plan approved by the NYS Department of State for any event whose participants and attendance is expected to be 5,000 individuals or greater.

I, as a legal representative of my organization, agree to the terms and conditions of the NYS Departments of Health and the NYS Department of State. I also, as a legal representative of my organization, agree to abide by all the City of Saratoga Springs' regulations that govern this permit including Alcoholic Beverages, Noise Ordinance, Parades, and Special Events. I certify that the information contained within this application is correct.

I understand that I will be responsible for any cleanup and/or costs related to cleanup if necessary of any public property after the special event, parade, and/or bike/road race has immediately transpired.

I understand that the application as submitted must be approved by the Departments of Public Works, Public Safety and Risk and Safety Management prior to the issuance of this permit by the Department of Accounts.

Signature: Lisa Morahan Date: 4/13/15
Authorized Representative Title: Executive Director Lisa Morahan