

## 2019 SPECIAL EVENT APPLICATION FEE SCHEDULE

### **Special Event Small Gathering Application**

For an event where 100 to 1000 attendees/spectators are expected at the event per calendar day

**Application Filing Fee: \$350**

- **FILE 90 DAYS PRIOR TO THE DATE OF EVENT**

### **Special Event Large Gathering Application**

For an event where 1001 to 4,000 attendees/spectators but less than 5,000 attendees/spectators are expected at the event per calendar day

**Application Filing Fee: \$650**

- **FILE 120 DAYS PRIOR TO THE DATE OF EVENT**

### **Special Event Massive Gathering Application**

For an event where 4001 or more attendees/spectators are expected at the event per calendar day

**Application Filing Fee: \$2,500**

- **FILE 180 DAYS PRIOR TO THE DATE OF EVENT**

### **Not-For-Profit Organizations (Local Charities Only)**

An organization as defined in New York State Executive Law §171-a, including but not limited to not-for-profit corporations. Such charitable organizations shall be recognized as exempt from federal taxation under Internal Revenue Code §501(c), shall be duly registered with the Charities Bureau of the Attorney General of the State of New York.

**Application Filing Fee: Small Gathering - \$150      Large/Massive Gathering - \$350**

### **Late Application Fee**

\$20/per day beyond submission deadline as prescribed in Chapter 255-9 B.

### **Fee for amendment to application**

Any amendment to the application for a parade or special event will be subject to an amendment fee of \$150.00 for those application amendments requiring a resolution change. Amendments may include changes to the location, route, parking plan, number of people expected, etc. Amendments to Fire Safety Plans or Parking Plans at the request of the Town are not considered amendments to the application.

\*A nonrefundable administrative fee of \$50 shall be charged for any applications that are not accompanied by an acceptable certificate of public liability insurance. The Town Clerk at the time of submission of the certificate no less than 30 days prior to the date of event

### **Cost Reimbursement**

Chapter 255 allows for cost reimbursement to the Town for all necessary staffing at an event or parade. Applicants will be billed based on the hourly salary and fringe benefit rate of the employee at the time.