

## Permits Needed to Hold Events on Troy City-Owned Property

**A permit application must be submitted more than two (2) weeks in advance of the event.**

This ensures that if city services (ie Police or Fire Dept) are required, the relevant departments have time to review and approve the application.

A permit is required to use a City-owned park (except for Riverfront Park):

- Permit issued by Parks & Recreation
- Permit application can be obtained at the Knickerbacker Ice Facility
- Parks & Rec usually will clean-up the park prior to the event but it's always good to contact them several days prior to the event and request that
- Liability insurance coverage is required (see details below)

A special events permit is required to hold an event on a City street or in Riverfront Park:

- A special event permit issued by the City Clerk
- Special event permit applications are on the City's web site (<http://www.troyny.gov/Departments/CityClerk/specialeventsblockparty.aspx>)
- A special event permit requires signed approval by the Police Chief and Bill Chamberlain.
- Upon receiving the application, Bill Chamberlain will call the contact person to find out if any City services are requested (ie. barricades to close a street, port-a-johns)
- City services may be charged to the event organizers, including:
  - Overtime police detail
  - DPW overtime
  - Cost of port-a-johns
- Liability insurance coverage is required (see details below)

Liability insurance coverage is required:

- A copy of a liability rider naming the city and the property as an additional insured must be attached to a permit application
- Insurance coverage shall be not less than \$500,000 per person; \$1,000,000 per accident for personal injury; and \$20,000 per accident for property damage.
- If alcohol will be available at the event, required coverage is higher.
- See City's website for more information about liability coverage requirements.

Vendors:

- If vendors will be at the event, their names must be included in the permit application
- If a vendor was not previously licensed by the City, the vendor(s) must apply for a one day permit, available on the City's website.

For questions or more information, contact William D. Chamberlain, Director of Operations – SWMC City of Troy, City Hall – 433 River Street, Troy, New York 12180; (518) 279-7161, (518) 270-4546 (fax), (518) 857-3614 (cell).