



**Gary R. McCarthy**  
Mayor

## **City of Schenectady, New York**

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**OFFICE OF THE MAYOR**  
City Hall  
105 Jay Street  
Schenectady, NY 12305  
Telephone (518) 382-5000

**Michelle Davis**  
Director of Operations

### **Please note**

**If you are planning a race, run, walk, or event within Central Park, you must obtain a permit application package and verify availability from the Parks Department, located at the Bureau of Service ~ 1732 Foster Avenue, Schenectady, New York 12308, (518) 382-5151, prior to applying for your Street Closing / Parade / Event Permit at the Mayor's Office.**



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## STREET CLOSING / PARADE / EVENT APPLICATION

**Application must be turned in 60 days prior to event**

Today's date: \_\_\_\_\_ Name (please print): \_\_\_\_\_

Phone number the date of event: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Event: \_\_\_\_\_

Has this event taken place in the past? No / Yes, On \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Event \_\_\_\_\_ Rain Date \_\_\_\_\_ Time Frame (max 6 hrs.) List hours: \_\_\_\_\_

**If you have a rain date for another week and need to use it, please call us after your original date so we are aware**

Approximate number of participants: \_\_\_\_\_

Is this event in the Park	No/Yes *
Have you applied for your Park permit	No/Yes
Will there be any type of selling or solicitation?	No/Yes**
Will there be any food or food preparation?	No/Yes***
Will there be alcohol sold or served at the event?	No/Yes****

**If there will be alcohol, we need a copy of your Dram Shop (Liquor) Liability and SLA permit when you apply for your event, and then your off-premises beer permit from the SLA prior to your event**

\*If yes, you must apply for your Park permit at the Park Office prior to applying for the Event in the Mayor's Office

\*\* If yes, contact the City Clerk's Office, Room 107, 382-5199 ext. 5303 for the necessary permits / licenses prior to approval of this application.

\*\*\* If yes, you must obtain a Permit from the County Health Department. 386-2810.

\*\*\*\* If yes, contact the City Clerk's Office (Information above) for the necessary permits / licenses prior to approval of this application.

I am requesting:

\_\_\_\_\_  
\_\_\_\_\_

(use back if necessary).

Signature: \_\_\_\_\_

The basic permit filing fee is \$10. If alcohol is involved with the event, an additional \$75 is required. Checks should be made payable to the City of Schenectady.

Received from: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Cash / Check # \_\_\_\_\_

For Internal Use only

Revenue Code 020062590

Please note that this is only an application. Your Special Event Permit will be issued when approval has been received from City Department / Bureau Heads and the Mayor and any additional estimated charges have been identified and deposited. Any additional costs incurred by the City during the event will be assessed to the applicant for reimbursement after the event. Thank You.