## VILLAGE OF MENANDS ON PREMISE SPECIAL EVENT PERMIT APPLICATION

**INTRUCTIONS**: This application must be completed in full, clearly written, and submitted to the Village Clerk, 280 Broadway, Menands, NY 12204, by the owner or tenant of the property for which the permit is being requested. If you have any questions, please contact the Village Clerk at (518) 434-2922.

This form must be accompanied with a copy of the certificate of occupancy (indoor and outdoor) and a copy of the liquor license (if applicable). All permits expire upon conclusion of event, within 30 days from original scheduled date of event if a need arises to reschedule or upon consent of Police Chief and Village Clerk.

## **APPLICANT:**

Name of Applicant:						
	t:					
Address of Establishm	ent:					
Principal Offices (if di	fferent from business addr	ess):				
Applicant's Interest in	Property (Check One):	Owner	Tenant	_ Other	(specify)	
Please list an agent tha	t is authorized to act on yo	our behalf:				
PROPERTY:						
Name of the Owner: _						
Address:						
Additional Owner's Name			Phone Number			
Additional Owner's Name			Phone Number			
Total interior square for	ootage (W x L):					
Total exterior square for	botage (W x L):					
PURPOSE OF SPEC	IAL EVENT:					
Date of Special Event:						
Hours: From	То	(Not to exceed 12 noon thru 8:00 PM)				

Location of entertainment (indoor/outdoor):

Type of entertainment provided: (live band (outdoor not to exceed 4 piece band), DJ, Karaoke, etc) if any?

What is the proposed number of employees designated for security during event:								
I, the undersigned, hereby attest to the accuracy of the information submitted herein, and in the event that this application is approved, I agree to abide by any and all conditions of the permit and fully understand my obligations to secure the premises before, during and after the event, for public safety and ensure there is no unnecessary disturbances to the surrounding properties.								
This permit may be revoked immediately if the premises is conditions.	found to be in violatio	n of any o	of the listed					
Applicant's Signature:	Date:	/	/					
TO BE COMPLETED BY VILLAGE	CLERK & POLICE C	HIEF						
Date Application Received	_							
Village Clerk Review and Recommendations:								
Date received application:								
Recommendations:								
Village Clerk Signature		Date						
Police Chief Review and Recommendations:								
Date received application:								
Recommendations:								
Police Chief Signature								
Date Application Granted/Denied								
Date Applicant Notified of Decision								
Reason(s) for Denial if applicable:								