



VILLAGE OF SCOTIA

APPLICATION FOR SPECIAL EVENT/BLOCK PARTY

4 N. TEN BROECK STREET
SCOTIA, NY 12302
PHONE (518) 374-1071
FAX (518) 374-0542
WWW.VILLAGEOFSCOTIA.ORG

All applications should be sent to the Village Clerk's Office and must be accompanied by an application fee of \$30.00. Events in need of Road Closures will require Board of Trustee approval. Applications must be made at least twenty (20) days before the event and are subject to review by each Village Department. Final Approval will be made by the Village Board of Trustees.

Applicant Information

Name: _____

Address: _____

Phone: _____ Email: _____

If event is sponsored by and Organization, complete the following:

Name of Organization: _____

Address: _____

Primary Contact Name: _____

Phone: _____ Email: _____

Event Details

Is this event *Public* or *Private*? (Circle one) Event Type: _____

Date of Event: _____ Start Time: _____ End Time: _____

Event Location (Provide Street Name/s and Streets affected): _____

Is a Road Closure Necessary: Y N

Beginning Point of Closure: _____

End Point of Closure: _____

Have you provided written/verbal notice to neighboring residents prior to submittal? Y N

Approximate Anticipated Attendance: _____ Will Alcohol be served? Y N

Will there be Amplified Music? Y N

Please use this space to provide any additional information related to your event. You may be asked to provide additional information upon departmental review.

Additional Information: _____

Applicant Signature: _____ Date: _____

Department Approvals *(for village use only)*

Clerk Treasurer: _____ **DPW:** _____ **Police:** _____ **Fire:** _____

Date of Village Board Approval: _____

Additional Departmental Comments: _____

