



**FOR OFFICE USE ONLY:**

Planning Meeting: \_\_\_\_\_

DPW Approval: \_\_\_\_\_

Public Safety Approval: \_\_\_\_\_

Fee: \_\_\_\_\_

## SPECIAL EVENT IN VILLAGE RIGHT-OF-WAY PERMIT APPLICATION

Email to: [info@villageoflindenhurstny.gov](mailto:info@villageoflindenhurstny.gov)

<b>FEES:</b>	<b>Use Fee</b>	\$100.00
	<b>Village DPW Clean-Up Attendant Fee</b>	\$125* Additional \$25 an hour past 4 hours
	<b>Public Safety Fee</b>	\$100
	<b>Showmobile Rental Fee</b>	\$350

*Events will be reviewed during a planning meeting, where the fee will be adjusted based on the number of public safety officers and DPW attendants needed, determined by the size and scope of the event.*

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone # \_\_\_\_\_

Event Title & Description (i.e., vendors, live music/dj): \_\_\_\_\_

\_\_\_\_\_

Expected Number of People: \_\_\_\_\_

**REQUESTED:**

Date(s) of event (raindate – if necessary): \_\_\_\_\_

Times:      Begin Set Up At \_\_\_\_\_

Actual Event \_\_\_\_\_

Cleaned Up By \_\_\_\_\_

Scope of Park Use (Attach an event diagram to include traffic/pedestrian flow, placement of tents, portable restrooms, requested road closures etc.): \_\_\_\_\_

\_\_\_\_\_

Showmobile Needed? (\$350.00 Fee) \_\_\_\_\_

DPW Clean-Up Attendant Needed?\* \_\_\_\_\_

\*If you do not pay for a Village DPW Clean-Up Attendant, you are agreeing to be responsible for your own garbage clean-up and removal. If the premises are not left in “broom swept” condition, you may be billed.

Can you provide a Certificate of Insurance?                      Yes                      No

Will you be serving food? (County Health Department permit required)                      Yes                      No

Will you be serving alcohol? (NYS Liquor Authority permit required)                      Yes                      No

Will you be hiring private security for your event?                      Yes                      No

Do you have any special requests from the Village? \_\_\_\_\_

It is the responsibility of the individual making the request to see that all Village regulations are closely observed and that the areas used are left in a clean condition. Further, it is also the responsibility of the applicant to provide the proper supervision of those individuals utilizing the park during the planned activity.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

.....

If approved, you will be contacted by the Village to set up a **mandatory** planning meeting to review logistics, at least 10 days prior to your event.

cc: Department of Public Works  
Code Enforcement/Public Safety  
Lindenhurst Fire Department  
Suffolk County Police Department



(631) 957-7500  
(FAX (631)  
957-4605

## INCORPORATED VILLAGE OF LINDENHURST

430 SO. WELLWOOD AVENUE - LINDENHURST, NEW YORK 11757

### Event Vendor Insurance Requirements and Options

These are the insurance requirements that have been set by our Insurance Company. They need to be met 30 days prior to the commencement of the event.

This original form must be complete, signed, dated and returned with the required original certificate(s) of insurance.

- A) If you do not have insurance and would like to get a quote in order to be included on the master event insurance policy, please initial here \_\_\_\_\_
- B) If you have your own insurance, please follow the steps below and provide coverage.
1. Applicable to all vendors  
General Liability Limits \$1,000,000 Occurrence/\$2,000,000 Aggregate
  2. If you do not use a motor vehicle as part of your operations, please initial \_\_\_\_\_  
Commercial Auto Insurance Limit \$1,000,000
  3. If you do not serve alcohol as part of your operations, please initial \_\_\_\_\_  
Liquor Liability Insurance Limit \$1,000,000
  4. Name as Additional Insured on all applicable coverages above:  
**Inc. Village of Lindenhurst**  
**430 South Wellwood Avenue**  
**Lindenhurst, NY 11757**
  5. If you do use employees/volunteers as part of your operation, please initial \_\_\_\_\_  
Workers' Compensation Limits \$1,000,000/\$1,000,000/\$1,000,000
- C) Indemnification, applicable to all vendors, please fill in your name and sign below.

The Vendor, \_\_\_\_\_ shall indemnify and hold harmless the Inc. Village of Lindenhurst, 430 South Wellwood Avenue, Lindenhurst, NY 11757 and any associates of the same against any claims, damages, losses, and expenses, including legal fees, arising out of or resulting from performance of the Vendor to the extent caused in whole or in part by the Vendor or anyone directly or indirectly employed by or volunteering for the Vendor.

\_\_\_\_\_  
Signature Event Authority

\_\_\_\_\_  
Signature Event Vendor

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated



## INCORPORATED VILLAGE OF LINDENHURST

430 SO. WELLWOOD AVENUE - LINDENHURST, NEW YORK 11757

### Insurance Requirements, Hold Harmless & Indemnification Agreement

Project: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

This Agreement sets forth additional terms and conditions under which the Contractor \_\_\_\_\_ Agrees to perform work for the Village of Lindenhurst now or at any time in the future. All contracts, subcontracts, purchase orders, work orders and any other agreements or undertakings, whether verbal or written, which the "contractor" accepts and performs for the "village" in connection with any project (hereinafter referred to as the "contract work.") Are expressly made subject to the terms and conditions set forth in this letter.

#### 1. Insurance Coverage/Certificates of Insurance

- a) The contractor shall purchase and maintain the required insurance from a responsible insurer or insurers acceptable to the village in the type and amount deemed necessary by the village to protect and defend against all claims, loss, and liability arising from injury, death, and damage to persons or property arising out of the performance or nonperformance of the contract work. The contractor will not commence work until the required insurance is obtained
- b) The required insurance shall include worker's compensation Insurance, umbrella, comprehensive general liability insurance (including premises/operations, independent contractors, complete operations and contractual liability covering indemnification agreements) and comprehensive automobile liability.
- c) The "village" shall be named as additional insured on each of these policies (except for workers' compensations). The contractor will have an endorsement, CG2037, substantially in the form set forth below added to its Comprehensive General Liability policy and to its umbrella or Excess Liability Policy:

It is hereby agreed and understood that the "village: is named as an additional insured. The coverage afforded to the additional insured under this policy shall be primary insurance. If the additional insured has other insurance, which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the insurer's liability under this policy shall not be reduced by the existence of such other insurance.

- d) The contractor's Comprehensive General Liability Insurance, Umbrella, Comprehensive Automobile Insurance and Worker's Compensation Insurance as required by the Section 1 shall be written with limits of liability not less than the following:

#### Comprehensive General Liability Insurance

Combined Single Limit (Bodily Injury and Property Damage)

\$1,000,000 each occurrence

\$2,000,000 products and completed operations

\$2,000,000 aggregate

#### Umbrella Liability

\$5,000,000 each occurrence

Comprehensive Automobile

Combined Single Limit (Bodily Injury and Property Damage)

\$1,000,000 each occurrence

Worker's Compensation

\$1,000,000 \$1,000,000 \$1,000,000

- e) Comprehensive General Liability Insurance and Workers Compensation insurance may be arranged under single policy for the limits required, or by a combination of underlying policies wither the balance provided by an Excess or Umbrella Liability Policy and must include a "Waiver of Subrogation" endorsement in favor of the village.
- f) The contractor shall maintain completed operations liability for one year after acceptance of any contract work or substantial completion of any project to which the contract work relates, or to the time required by any other agreement, insurance at the time of completion of the contract work.
- g) All insurance policies shall provide that the "village" will be notified by the insurer of the cancellation or the restrictive amendment of the policy at least (30) days prior to the date that the cancellation or restrictive amendment takes effect. The contractor shall notify the village of any change in coverage of any insurance policy not less than fifteen (15) days prior to the change in the policy
- h) Certificates of Insurance and a copy of the additional-insured endorsement, indicating that the required insurance is in force, shall be furnished to the "village" prior to the contractor's performance of the contract work. Each certificate of insurance shall set forth the type and amount of insurance, the number of the policy, the date coverage under the policy begins and the date that coverage expires.
- i) The "village", by requiring the contractor to purchase insurance, shall not be deemed to waive the "villages" right to bring any action, to the fullest extent permitted by law, for any loss which may be covered, completely or in part, by that insurance. Nor shall the fact that insurance is obtained for a certain risk to deemed to release, relive or diminish the liability of the contractor to indemnify the "village" pursuant to the provisions of this letter agreement or otherwise. The damages recoverable by law, including, but not limited to, contractual contribution, contractual indemnification, and/or common-law indemnification.

2. Indemnification

The contractor agrees to indemnify, defend and hold harmless the village and each of its shareholders, directors, officers, partners, members, employees agents, subsidiaries and divisions (and each of their heirs, successors and assigns) from any and all claims, losses, costs and damages, including but not limited to judgments, attorneys' fees, court costs and the cost of appellate proceedings, which the contractor incurs because of injury to, or sickness, illness or death of, any person, (including but not limited to, any employee of the contractors or any employee of any of its subcontractors), or on account of damage to property, including loss of use thereof, and any other claim arising out of, in connection with, or as a consequence of the performance or nonperformance of the contractors work, whether same be labeled as full indemnification, partial indemnification or contractual contribution.

This indemnification provision is limited only to the extend that the General Obligations Law of the State of New York is applicable, in that this provision does not require indemnification for the contractor's own negligence. This provision does, however, require indemnification for liability imposed by statute. This indemnification provision is binding on the contractor to the fullest extent permitted by law, and does not negate, abridge or reduce any other rights or obligations of the persons and entities described herein with respect to indemnification or partial indemnification (whether contractual or common-law), or contractual contribution.

3. Compliance with Federal, State, and Local Law

The contractor agrees to be bound by and at its own cost, comply with all Federal, state and local laws, ordinances and regulations (hereafter collectively referred to as "laws") applicable to the contract work including, but not limited to, the federal Occupational Safety and Health Act (OSHA). The contractor shall be liable to the "village" for all loss, cost and expense attributable to any acts of commission or omission by the contractor, its employees and agents resulting from the failure to comply. Therewith, including, but not limited to, any fines, penalties or corrective measures.

4. Subcontractors of the Contractors

All subcontractors of the contractor are required to meet all of the same requirements set forth in this contract and submit a signed contract prior to commencement of any work.

The foregoing terms and conditions are acknowledged, accepted and agreed to.

Dated: \_\_\_\_\_

Contractor: \_\_\_\_\_

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Village Right-Of-Way Event Submission Checklist

Event Vendor Insurance Requirements and Options  
Hold Harmless & Indemnification Agreement  
Certificate of Insurance

If Applicable:

Suffolk County Health Department Food Service Vendor Permit  
Village of Lindenhurst Food Truck Permit  
New York State Liquor Authority One-Day Beer and Wine Permit  
Detailed Diagram showing traffic flow, placement of tents/tables, requested road closures etc.

# ADDITIONAL PERMITS REQUIRED FOR EVENTS SERVING FOOD & BEER/WINE

## EVENTS SERVING FOOD:

All events/vendors/food trucks serving food must provide a Suffolk County Health Department FOOD SERVICE VENDOR PERMIT.

Contact the Suffolk County Health Department for information and an application. Food vendors cannot operate at your event without one!

**Single-Event Permit:**



**Multi-Event Permit:**



## EVENTS WITH FOOD TRUCKS:

In addition to a Suffolk County Health Department Food Service Vendor permit, all food trucks must provide a VILLAGE OF LINDENHURST FOOD TRUCK PERMIT. <https://villageoflindenhurstny.gov/wp-content/uploads/2023/12/FOOD-TRUCK-PERMIT-APPLICATION.pdf>

## EVENTS SERVING BEER/WINE:

All events/vendors/food trucks serving beer/wine must provide a New York State Liquor Authority One-Day Beer and Wine Permit, also known as a TEMPORARY BEER, WINE AND CIDER PERMIT. This permit authorizes the sale of wine, beer or cider at retail for consumption at a gathering for a period of 24 hours.

**During the event, no alcoholic beverages sold by the permittee can be consumed outside of the area that is licensed. Beer/wine vendors must provide the event consumers with either a labeled cup or a cup that clearly shows their business logo.**

Contact the SLA for information and an application. You cannot operate without one! One-Day Beer and Wine Permit Fee: \$36 per point of sale, per day.

<https://sla.ny.gov/permits-available-online>

**If you are a Food Vendor serving beer and wine, you will need both Health Department and SLA Permits.**