



Schenley Vital
Mayor

VILLAGE OF SPRING VALLEY

Senator Eugene Levy Municipal Plaza
200 North Main Street
Spring Valley, New York 10977
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www.villagespringvalley.org

Yisroel Eisenbach
Deputy Mayor
Joseph Gross
Trustee
Schmuel Smith
Trustee
Yakov Y. Kaufman
Trustee

TO: Special Permit Applicants

FROM: Village Clerk's Office

RE: **SPECIAL PERMIT**

Enclosed please find an application for the Village of Spring Valley Special Permit.

All Applications must be submitted two (2) weeks in advance of the event.

To avoid delay in the processing of your application, be sure that all pertinent information, signature, notarization (where required).

The hours for applying for a permit are 8:30 am – 4:00 pm at the office of the Village Clerk.

VILLAGE OF SPRING VALLEY
200 NORTH MAIN STREET
SPRING VALLEY, NEW YORK 10977

SPECIAL PERMIT

DATE OF APPLICATION: _____

Name of Applicant: (First) _____ (Last) _____
Print Print

Address: _____

Will Applicant be at Event: Yes _____ No _____

If answer is NO, Name of person in charge of Event: _____

Contact Number for the Event Holder: _____

Location of Event (Complete Address): _____

Type of Event: **Party (\$150)** **Festival (\$150)** **Parade (\$150)** **Other (\$150)**

Date of Event: _____ Time: Start _____ Time: Finish _____

Estimated Number of People at Event: _____ Maximum Allowed _____

Is the Event Indoors or Outdoors: Indoors _____ Outdoors _____

Will Alcoholic Beverages be served: Yes _____ No _____

Will there be Private Security to Promote a Safe Environment as well as to Prevent Underage Alcohol

Consumption: Yes _____ No _____

Security Guards Names _____ Licenses _____

Will there be a Live Band or DJ at the Event: Yes _____ No _____

How are you promoting the Event: Flyers _____ Radio _____ TV _____ Face Book _____ Online _____ Other _____

PLEASE NOTE: The average overtime rate for a Uniformed Patrol Officer is \$64.17/ hour before midnight and \$67.38 after midnight (subject to change). Depending on the type of event and the day and time of occurrence, a minimum of two Officers may be needed to safely staff the Event. The number of Officers and the number of hours required will be determined once all the above information is reviewed.

PLEASE NOTE: IF ALCOHOLIC BEVERAGES are going to be served, a copy of the liquor License for the premises where the event is being held must be provided with the application.

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Police Recommendations _____

Approved _____ Denied _____ Mayor's Approval _____ Clerk's Initials _____

NON-REFUNDABLE \$150 APPLICATION FEE - PAYMENT IS: MONEY ORDER OR CERTIFIED BANK CHECK