

APPLICATION FOR USE OF PARKS, TRAILS & MUNICIPAL OPEN SPACE

Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Number of People: \_\_\_\_\_

Nature of Use: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_ to \_\_\_\_\_

Number of needed \_\_\_\_\_ picnic tables and \_\_\_\_\_ trash barrels (if available).

Park / Trail Needed: Library Park Board Walk  
Kids Kingdom NY Ave  
Grove Park Hamilton  
Crescent Park ( Maple City Trail  
Marina  
Gazebo – Library Park - Little Park – Water (circle one)

( ) Greenbelt (Please specify area and attach map if possible):  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



Agency use only  
**PERMIT FOR USE OF PARKS & TRAILS**

The above applicant is granted permission to use:

Library Park Board Walk  
Kids Kingdom NY Ave  
Grove Park Hamilton  
Crescent Park Maple City Trail  
Marina  
Gazebo – Library Park - Little Park – Water (circle one)

( ) Greenbelt (specify area please): \_\_\_\_\_  
\_\_\_\_\_

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date Approved: \_\_\_\_\_ Director Signatory: \_\_\_\_\_

THIS PERMIT WILL BE ON FILE IN THE RECREATION OFFICE. PLEASE BE AWARE THAT THIS IS STILL A PUBLIC AREA AND YOU MAY NOT BE THE ONLY ONE OCCUPYING IT AT THIS TIME.

## **City of Ogdensburg**

### **Requirements for a Temporary Use Authorization/ Vendors Permit**

In order to obtain a Temporary Use Authorization/Vendors Permit (TUA), which allows you, as the organizer of a special event, to have revenue-generating activities on the City of Ogdensburg, Department of Parks & Recreation (“Parks”) property for the purpose of a special event, you must submit the following information:

- A completed copy of a Special Event Application and Permit/Contract approved by the relevant Parks & Recreation Special Events Office;
- A complete list of the vendors to participate in the event, including their names, addresses, telephone numbers, and the fee they will pay the organizer of the special event (if applicable);
- A price list of the items you or the vendors who are participating in your event wish to sell, including proof of any relevant Department of Health & Mental Hygiene (“DOHMH”) licenses (if applicable);
- Admission charges (if approved by the relevant Special Events Office);
- An original certificate of insurance. The organizer is required to obtain liability insurance in the amount of \$1,000,000.00\* Commercial General Liability with a food and beverage provision (if food or beverages are to be sold) including \$1,000,000.00\* property damage insurance. This insurance certificate must name the **City of Ogdensburg, City Hall, 330 Ford Street, Room 11, Ogdensburg, NY 13669 as Certificate Holder and Additional Insured**. The location of the special event must also be named on the insurance certificate.

*\* Minimum insurance coverage requirement may vary due to the size and/or nature of the special event.*  
The above information must be submitted at least two (2) weeks prior to the event to:

Andrea L. Smith, AICP  
Director of Planning & Development  
City of Ogdensburg  
City Hall – Room 11  
330 Ford Street  
Ogdensburg, NY 13669  
asmith@ogdensburg.org  
P (315) 393-7150  
F (315) 393-7401

A fee for the TUA will be assessed based upon the nature and size of the event. All fees must be paid with a certified check or money order made payable to the City of Ogdensburg.

Depending on the scope of your event, you may be required to post a cleanup security deposit in the form of a certified check or money order at least one week prior to the start of the event.

For more information, please contact Andrea Smith (315) 393-7150.