

Village of Woodbury Building Department

Office Location: 455 ROUTE 32, HIGHLAND MILLS, NY 10930

Mailing Address: P.O. Box 546, Central Valley, NY 10917

(845) 928-6911 ext. 51

Email: buildingdepartment@villageofwoodbury.com

PUBLIC ASSEMBLY APPLICATION REQUIREMENTS

1. Complete Attached Application.
2. Provide properly **scaled** map showing location on premises. Indicate location of all buildings, temporary or permanent, location of nearest state, county, or town roads.
3. Sewage Disposal Plan, if required.
4. Identify all proposed parking areas and access to state, county, and town roads.
5. Include Garbage and Refuse Disposal Plan.
6. Identify location of all cooking facilities, along with Health Department approval (if offered for sale).
7. Include plan of emergency access for Police, Fire, Ambulance and location of all fire suppression devices.
8. Include: \$50 application fee ***plus*** \$50 per day of event.
Example: 1 day event = \$100
2 day event = \$150
9. Assembly of greater than 1,000 persons shall include additional fees/escrow for Planning Board approvals as required.

**VILLAGE OF WOODBURY
PUBLIC ASSEMBLY APPLICATION
OPERATING PERMIT**

Pursuant to Section 243 of Village Code

Name of Applicant: _____

Owner (if different): _____

Address of Premises: _____

Section/Block/Lot: _____

Description of Event:

Date(s) & Hour(s) of Event: _____

Maximum # of Persons Attending: _____

Expected # of Vehicles: _____

Admission Fee Charged?: _____(yes) _____(no)

Emergency Contact Numbers:

Owner: Home/Work _____ Cell _____

Applicant: Home/Work _____ Cell _____

Phone at Event Locations: _____

The undersigned has read all permit conditions attached and agrees to abide by all conditions listed below:

DATE: _____ SIGNATURE _____

Approval Granted: _____ Conditional Approval Granted: _____ Approval Denied: _____

CONDITIONS: _____

DATE: _____ SIGNATURE: _____