

**TOWN OF POUGHKEEPSIE PERMIT & APPLICATION 20\_\_\_\_**  
**LICENSING OF "OUTDOOR" CIRCUSES, CARNIVALS, FLEA MARKET, CAR SHOWS / EVENTS**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

NAME & TYPE OF EVENT \_\_\_\_\_

FOR ORGANIZATION?    YES \_\_\_\_\_ NO \_\_\_\_\_

FOR PERSONAL PROFIT?    YES \_\_\_\_\_ NO \_\_\_\_\_ AS NON-PROFIT    YES \_\_\_\_\_ NO \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

DATE OF EVENT(S) \_\_\_\_\_ RAIN DATE(S) \_\_\_\_\_ TIME \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

OWNER OF PROPERTY \_\_\_\_\_

Has property owner granted permission? If so, please attach documentation \_\_\_\_\_ YES \_\_\_\_\_ NO

**PLEASE CHECK YES OR NO IF APPLICABLE:**

Contacted State, County or Town Highway Dept. for approval, if needed? \_\_\_\_\_ YES \_\_\_\_\_ NO

Has Fire Inspector inspected tent, if used? \_\_\_\_\_ YES \_\_\_\_\_ NO

Has Public Assembly License been issued by the Building Department? \_\_\_\_\_ YES \_\_\_\_\_ NO

Has Electrical Permit been issued by the Building Department? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you contacted Police Dept. & Highway Dept. if barriers are required? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you provided a copy of the Surety Bond? \_\_\_\_\_ YES \_\_\_\_\_ NO

**OR** Provided a copy of Certificate of Liability Insurance exempting Town  
from liability? \_\_\_\_\_ YES \_\_\_\_\_ NO

Contacted Central Hudson and/or Telephone Co. for approval to use poles: \_\_\_\_\_ YES \_\_\_\_\_ NO

(OVER)

**LICENSING APPLICATION**

**AN APPLICATION FEE OF \$75.00 AND A FEE OF \$300.00 PER OCCASION (TWO CONSECUTIVE DAYS) EXCEPT THAT FLEA MARKETS SHALL BE \$150 .00 PER DAY MUST ACCOMPANY THIS APPLICATION. ALSO, A CERTIFICATE OF LIABILITY INSURANCE IN FAVOR OF THE TOWN OF POUGHKEEPSIE INSURING THE TOWN AGAINST ANY CLAIM FOR LIABILITY, IN THE SUM OF \$1,000,000 PER OCCURRENCE SHOULD BE INCLUDED WITH THIS APPLICATION.**

**####The Town Clerk may grant such licenses free of charge to any association, society, membership corporation of a charitable or educational nature or to any veterans, firematic or religious organization or to any other worthy association or society, having headquarters within the Town of Poughkeepsie or any city or town adjacent thereto when such clerk is provided with adequate proof by an affidavit filed with the Town Clerk, with the application for such license, that said society, association or organization is to receive the proceeds from such event.####**

**RETURN APPLICATION TO: FELICIA SALVATORE, TOWN CLERK  
TOWN OF POUGHKEEPSIE  
1 OVEROCKER ROAD  
POUGHKEEPSIE, NEW YORK 12603  
(845) 485 -3620  
(845) 485-8583 (FAX)**

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**DATE**

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**SIGNATURE OF APPLICANT**