



# Events Application

## Village of Brockport

127 Main Street • Brockport, NY 14420 • (585) 637-5300

Please submit this form to the Village Clerk @ [bkrisen@brockportny.gov](mailto:bkrisen@brockportny.gov)  
 Submissions 30 days in advance of planned event are recommended.

Event Name:	
Type of Event (Race/Walk, Festival, Concert, Parade Other, etc.):	Location of Event:
Applicant Name:	Event Date(s):
Event set up/break down times: _____ to _____	Event times: _____ to _____
Alternate Rain Plan:	Rain Date:
Individual/Group/Corporation Name Holding Event:	<b>Village Property Utilized</b>
Applicant Address, City, State, Zip:	<b>Support Services Requested of the Village</b>
Applicant Email:	Applicant Phone:

**There must be an identified “in charge” person on premise during all hours of the event if on Village property.**

Event Contact Person:	Contact Cell Phone:	Date & Time(s) On-Premise at Event:

Total Attendance Anticipated: (including attendees, participants, staff, vendors, etc.):
Will there be amplified sound or music? Please describe.
Event Details:

Events utilizing Village property require internal review and approval by the Village Board. Additional information and/or documentation may be requested.

**Non-Discrimination**

The Village of Brockport does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age or disability against any person or group of persons submitting an Event Application. The application process is designed to promote the health, safety, and welfare of all persons through reasonable regulation of a proposed local event and is not intended or expected to interfere with any person's Constitutional Rights to free speech and assembly.

**Office Use Only**

Approved/ Reviewed by: <input type="checkbox"/> Village Manager <input type="checkbox"/> DPW Superintendent <input type="checkbox"/> Code Enforcement <input type="checkbox"/> Brockport Police Dept <input type="checkbox"/> Welcome Center Director	If Applicable: <input type="checkbox"/> Liability Release <input type="checkbox"/> Cert of Insurance <input type="checkbox"/> Other
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**Event Application**

- Approved
- Approved with additional conditions (see attached)
- Additional Information requested (see attached) / Requested at second Village Board meeting \_\_\_\_\_
- Denied

By the Brockport Village Board on (date): \_\_\_\_\_