



***CITY OF MOUNT VERNON, NEW YORK
BLOCK PARTY / SPECIAL EVENT
GUIDELINES AND APPLICATION
Revised March 2022***

General Information

This information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable block party. Please read this packet thoroughly and if you still have questions, please contact the City Clerk's Office at (914) 665-2348.

You will need to fill out this permit application if your event:

- ✓ Requires closure of a street
- ✓ Will interfere with vehicular or pedestrian traffic (occurs on City Streets or right-of-way).

Permit **does not** include a "noise permit". Noise violations may result in citations issued to the permit holder or responsible party.

Block Party/ Special Event Requirements, please submit the following with your application.

- ✓ A letter addressed to the Mount Vernon City Council requesting legislation approving the use of the public street or other public rights of way as you will require for your event.
 - A fee of \$250.00 to cover administrative costs. We accept cash and all major credit cards.
 - The fee for a non-profit organization is \$150.00 if the event is for non-profit purposes. This letter must contain the tax-exempt ID number and a copy of the tax-exempt certificate must also be attached.
- ✓ A separate money order (payable to the "City of Mount Vernon") for a cleaning deposit, in the amount of \$500.00 is required and will be returned if event space is left in satisfactory condition.
- ✓ If requesting the use of the stage, a separate money order (payable to "The City of Mount Vernon") in the amount of \$200.00.
- ✓ Attached affidavit must be filled out by the majority of homeowners for the block(s) requested in residential neighborhoods
- ✓ A site set up diagram
- ✓ A Certificate of Insurance of at least of **\$1,000,000.00** listing the City of Mount Vernon as an additional insured and certificate holder.

Please note the following:

- ✓ Hours of closure may not be before 11:00am or after 10:00pm.
- ✓ Access must be provided for emergency vehicles and apparatus. Therefore, parking may be limited to one side of the street.
- ✓ Please Note: Clean up and maintenance of the street is the responsibility of

- applicant. Not doing so, can result in forfeiture of cleaning deposit.
- ✓ It is up to the Police Department to determine whether police presence is required, or Auxiliary is sufficient. All fees must be paid prior to event. See attached affidavit.
 - ✓ If your event is in a residential area and using vendors, the vendors must set up only on one (1) side of the street and not obstruct driveways.
 - ✓ The event must be accessible to all city residents.
 - ✓ You may require additional permits. All other agency permits must be obtained before we can grant your permit. Examples include:
 - Rides and inflatable such as truck mounted rides and bounce houses requires a permit and insurance. Permit must be acquired from the **Department of Consumer Affairs** . The ride company that you hire must provide this documentation
 - Petting Zoos or other non-domesticated animals require a permit and insurance. A permit must be acquired from the **Westchester County Department of Health** and insurance. The stable or farm where you rent the animals must provide this documentation
 - All amplified sound, such as background music, musical performances, or speaking programs, must be at a legally required level. No noise permits are given. Excessive noise complaints will result in a fine.
 - Generators require a certificate from the **Mount Vernon Fire Department**.
 - Tents require a permit and approval from the **Mount Vernon Fire Department**.
 - Open flames – wood fire / charcoal or LP gas require a permit from the **Mount Vernon Fire Department**.

Application Processing Procedure

Please submit the completed application with the requirements list above to the City Clerk's Office at least six to eight weeks prior to the event, but no more than a year in advance. You must allow sufficient time for the processing of the application and the required legislation to be enacted by the City Council. Prior to City Council approval the application will be forwarded to the Police, Fire and Public Works Departments for approval to ensure that the event meets the requirements of each department. This review process may require additional time if questions arise with respect to your event.

Sample Insurance Certificate

Quick Tips: Understanding the Acord Certificate of Insurance

ACORD CERTIFICATE OF LIABILITY INSURANCE (REV. 07/14/2011)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFIRMS THE CONTENTS OF THE POLICIES COVERED BY THIS CERTIFICATE OF LIABILITY INSURANCE. IT DOES NOT AFFIRMATIVELY OR NEGATIVELY AFFECT OR ALTER THE COVERAGE AFFORDED BY THE POLICIES COVERED BY THIS CERTIFICATE OF LIABILITY INSURANCE. THIS CERTIFICATE OF LIABILITY INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: FOR THE APPLICABLE POLICY'S OF ADDITIONAL INSURED, THE POLICY'S WILL INCLUDE WAIVER OF SUBROGATION IF PARTIAL PAYMENT IS MADE TO THE APPLICABLE ADDITIONAL INSURED IN FULL OF SUCH WAIVER(S).

1. PRODUCER: Insurance Agent/Broker who issues certificates.

2. NAME OF INSURED: Must be the legal name of the contracting party.

3. TYPES OF INSURANCE: Must include the types of insurance required by contract.

4. POLICY FORM: "Claims made" or "occurrence" form; see Glossary for definitions.

5. AGGREGATE LIMIT: An aggregate per policy limit applies for the entire policy year; a per project aggregate is applied to individual projects; a per location limit applies the aggregate separately to each location.

6. ADDITIONAL INSURED/WAIVER OF SUBROGATION: The Board of Regents of The University of Texas System must be named additional insured with a waiver of subrogation.

7. CERTIFICATE HOLDER: Should always be the City of Mount Vernon be addressed properly.

8. POLICY EFFECTIVE DATE: Must be prior to or coincidental with effective date of contract.

9. POLICY EXPIRATION DATE: If occurrence form, date must be an or after termination of contract.

10. LIMITS OF INSURANCE: Must be the same or greater than required by contract.

11. DESCRIPTION OF OPERATIONS: Typically used for additional information. Place, event times and projects are sometimes described here.

12. NOTICE OF CANCELLATION: Refer to policy to determine carrier's practices regarding cancellation.

13. AUTHORIZED REPRESENTATIVE: Must be signed, not stamped.

PRODUCER: Joe Braker, 710 East Houston Street, Dallas, TX 75202-5151

INSURED: Charlie Company, Inc., 200 East River Road, Austin, TX 78702

AGGREGATE LIMIT: \$1,000,000

POLICY FORM: OCCURRENCE

TYPE OF COVERAGE	CERTIFICATE NUMBER	REVISION NUMBER	START DATE	END DATE	AGGREGATE LIMIT	DESCRIPTION OF OPERATIONS
GENERAL LIABILITY	PP9847288748		10/01/2011	09/30/2012	\$1,000,000	GENERAL LIABILITY
COMMERICAL VEHICLE LIABILITY					\$1,000,000	COMMERICAL VEHICLE LIABILITY
UTILITY LIABILITY					\$1,000,000	UTILITY LIABILITY
ADDITIONAL LIABILITY					\$1,000,000	ADDITIONAL LIABILITY
PRODUCT LIABILITY					\$1,000,000	PRODUCT LIABILITY
CONTRACTORS POLLUTORS LIABILITY					\$1,000,000	CONTRACTORS POLLUTORS LIABILITY
EMPLOYERS LIABILITY					\$1,000,000	EMPLOYERS LIABILITY
NON-EMPLOYERS LIABILITY					\$1,000,000	NON-EMPLOYERS LIABILITY
DEFENDERS LIABILITY					\$1,000,000	DEFENDERS LIABILITY
ADDITIONAL INSURED						CITY OF MOUNT VERNON

City of Mount Vernon listed as additional insured, or Certificate Holder listed as additional insured.

CITY OF MOUNT VERNON
One Roosevelt Square
Mount Vernon, New York 10550

JOE BRAKER

ACORD 26-20 (08/05) The ACORD name and logo are registered marks of ACORD.

- 1. THE PRODUCER:** Produces or orders Certificate for Insured; answers questions, revises certificate to meet contract requirements.
- 2. NAME OF INSURED:** Must be legal name of contracting party.
- 3. TYPES OF INSURANCE:** Must include types required by contract.
- 4. POLICY FORM:** Will indicate claims-made or occurrence form; see "9. Policy Expiration Date" for additional information.
- 5. AGGREGATE LIMIT:** An aggregate per policy limit applies for the entire policy period (usually one year); a per project aggregate is applied to individual projects; a per location limit applies the aggregate separately to each location.
- 6. ADDITIONAL INSURED/WAIVER OF SUBROGATION:** The certificate must include a "Y" for additional insured and waiver of subrogation.
- 7. CERTIFICATE HOLDER:** City of Mount Vernon
One Roosevelt Sq
Mount Vernon, New York 10550

- 8. POLICY EFFECTIVE DATE:** Must be prior to or coincidental with effective date of contract.
- 9. POLICY EXPIRATION DATE:** For "occurrence" form coverage, date should be on or after the termination date of contract. If "claims-made coverage," coverage must survive for a period not less than three years following termination of contract and shall provide for a retroactive date of placement prior to or coinciding with the effective date of contract.
- 10. LIMITS OF INSURANCE:** Must be same or greater than required by contract.
- 11. DESCRIPTION OF OPERATIONS:** Review information in this section to determine it is consistent with contract.
- 12. NOTICE OF CANCELLATION:** Refer to policy to determine carrier's practices regarding cancellation.
- 13. AUTHORIZED REPRESENTATIVE:** Must be signed by an authorized representative of Producer.

**CITY OF MOUNT VERNON, NEW YORK
BLOCK PARTY / SPECIAL EVENT
APPLICATION**

(Please attach additional sheets as necessary)

GENERAL INFORMATION

Applicant/Organization Name: _____

Applicant/Organization Address: _____

Event Date: ___/___/___ Rain Date: ___/___/___

Start Time: ___:___ AM/PM End Time: ___:___ AM/PM

Identify Streets to be closed (please include cross streets).

Is parking control being requested? Yes No

If so, please describe (please be specific):

Will Sound Amplification Equipment be used? Yes No

*Please Note: A Block permit does **not** include a "noise permit". Noise violations may result in citations issued to the event permit holder or responsible party if a violation occurs.*

If so, please describe (please be specific): _____

VENDING

Will merchandise be sold? Yes No Will Food/Beverage be sold? Yes No

(Please note: other permits will be required for sale of merchandise and food, for example food vendors must provide a Health Certificate or Food Handler's Permit from the Westchester County Dept. of Health)

Please list all Vendors:

Name: _____ Daytime Phone Number: (____) ____ - _____

Address: _____

Name: _____ Daytime Phone Number: (____) ____ - _____

Address: _____

Attach additional sheets as necessary.

Please attach copies of contacts and certificates of insurance for each vendor.

Will event involve open burning? Yes No

Will event involve the use of a stage, tent or canopy? Yes No

Give details (placement, size, purpose, etc.) _____

I acknowledge that the information contained in this application is true and complete to the best of my knowledge.

Applicant Name: _____

Signature of Applicant: _____ **Date:** ____ / ____ / ____

Name Sponsoring Organization (if applicable): _____

Address of Applicant: _____
(Street Address/City/Zip Code)

Applicant's Position in Organization: _____

Applicant's Daytime Phone Number: (____) ____ - _____

REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

In consideration of the granting of a special event permit by the City of Mount Vernon ("the City") for an event that is to occur on _____, 20__ (date), from __:__ am/pm to __:__ am/pm (time) at _____ (location), the undersigned, as an individual and as _____ (title) of _____ (Organization holding the event) and _____ (Organization holding the event) (hereinafter the "Sponsors"), do hereby agree to

indemnify and hold harmless the City of Mount Vernon, it's officers,, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees, or loss arising out of the grant of this Special Event Permit and at their sole expense and agree to bear all other costs and expenses relating thereto, and to reimburse the City for any costs incurred by the City in repairing damage due to the actions of the Sponsors and/or by the Sponsors' officers, employees or agents, or any person under the Sponsors' control. Further, the Sponsors hereby agree to defend the City, its officers, employees and agents harmless from any liability to any person or entity resulting from any damage or injury occurring in connection with the event proximately caused by the actions of the City and the Sponsors' officers, employees or agents, or any person who is under the Undersigned's control.

IN WITNESS WHEREOF, the Sponsors/Applicant(s) for the Block Party Permit
Individual Sponsor: Event is being held by an individual.
(Must be signed before a notary public or commissioner
of deeds.)

Print Name: _____
Signature: _____
Address: _____ (Street Address/City/State/Zip Code)
Daytime Phone Number: (____) _____ - _____
Driver's License # & Exp. Date: _____ Exp. Date: ___/___/___

Signed before me in the State of New York, County of Westchester, this _day of _____, 20 ____ by _____ Notary Public/Commissioner of Deeds _____ My commission Expires: ___/___/___

Sponsoring Organization: Event is being held by an organization.
(Must be signed before a notary public or commissioner
of deeds.)

Organization Name: _____
Print Authorized Officer's Name & Title: _____
Signature: _____
Address: _____ (Street Address/City/State/Zip Code)
Daytime Phone Number: (____) _____ - _____
Driver's License # & Exp. Date: _____ Exp. Date: ___/___/___



CITY OF MOUNT VERNON, NEW YORK
BLOCK PARTY/ SPECIAL EVENT
ADDITIONAL GUIDELINES

Below are additional guidelines that must be adhered to when hosting a Block Party or Special Event in the City of Mount Vernon, New York. These guidelines must be agreed to, signed by the event organizer, notarized and submitted with your completed application.

1. Sidewalks are to remain open to pedestrians and proper signage must be visibly in place
2. The Police Department will determine whether a police presence is needed as well as how many officers are required. The event organizers will have to pay the salary for each officer needed, 72 hours in advance. It is up to the Police Department to determine if Auxiliary Police can be used.
3. If you are requesting to use private security, each person must have a NYS Security License and show proof of being bonded. Proof for each security guard must be submitted 72 hours before event.
4. No alcohol use is permitted on city property. City Code §191-11
5. No sale of alcohol is permitted
6. If your event is in a residential area and using vendors, the vendors must set up only on one (1) side of the street and not obstruct driveways.

(Event Organizer Signature)

(Date)

Sworn and signed before me on the _____ day of _____, 20_____

Notary/ Commissioner of Deeds

Commission expiration date

CITY OF MOUNT VERNON, N.Y.

FIRE DEPARTMENT
FIRE HEADQUARTERS
470 EAST LINCOLN AVENUE
MOUNT VERNON, NEW YORK 10552
914-665-2626 FAX 914-665-2630

Deborah M. Norman

Fire Commissioner

Theodore W. Beale, Jr.

Deputy Fire Commissioner

K. Robert Odindo

Chief of Operations

Permit Requirements for Tents, Canopies and other Membrane Structures

The City of Mount Vernon enforces the 2010 Fire Code of New York State which requires permits to be obtained for tents, membrane structures and canopies as defined in Section 2403 **prior to erecting or operating for any purpose**. All applications must include the following information with each tent submission. Tent applications will not be reviewed unless all of the following are provided:

- 1) Certificate of Flame Resistance:
 - a. Including name and address of the owners of the tent, canopy or air-supported structure.
 - b. Date the fabric was last treated with flame-retardant solution.
 - c. Trade name or kind of chemical used in treatment.
 - d. Name of person or firm treating the material.
 - e. Name of testing agency and test standard by which the fabric was tested. If flooring, carpeting or other covering is utilized, submit flame spread ratings of material.

- 2) Construction Documents:
 - a. Detailed site and floor plan shall be provided with each application clearly indicating details of the means of egress, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
 - b. Occupant load shall be indicated on drawings.
 - c. Provide an elevation of all tents, canopies or membrane structures.
 - d. Dimension distances between tents, heaters, cooking equipment, etc.
 - e. Documentation of structural stability of tent anchorage shall be furnished to the code enforcement official on request.

- 3) Access, Location and Parking:

Provide 20'-0" separation between structure and other tents, canopies, membrane structures, lot lines, building lines, parked vehicles, or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

- 4) Means of egress:
 - a. Provide the minimum number of means of egress for the estimated occupancy load as indicated in table 2403.12.2 of the FCNYS. Each exit shall be a minimum of 72" wide.
 - b. Exits shall remain open unless covered by a flame-resistant curtain. Curtains shall be free sliding on a metal support. Support shall be a minimum of 80" above the floor level at the exit. Curtain shall be of a color, or colors, that contrast with the color of the tent.
 - c. If exit doors are utilized, doors shall swing in the direction of exit travel with an opening force not to exceed 15 pounds.
 - d. Exits shall be distributed at approximate equal intervals around the perimeter of the tent. All points within the tent shall be 100 feet or less from an exit as measured along the path of travel.
 - e. Exit signs shall be provided at all exits. Signs shall be approved self-luminous or internally or externally illuminated per FCNYS 2403.12.6.1.
 - f. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet.
- 5) Aisles: Aisles shall be progressively increased in width to provide, at all points, not less than 1 foot of aisle width for each 50 persons served by such and aisle at that point, but not less than 44".
- 6) **No smoking** signs shall be provided in all tents.
- 7) Fire extinguishers shall be provided such that all points within the tent shall be 75 feet or less from an extinguisher as measured along the path of travel.
- 8) Combustible materials: Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure.
- 9) Open Flames, heating and cooking equipment:
 - a. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
 - b. Cooking tents or outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent, canopy or membrane structures.

- c. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structure.

10) Additional requirements: If LP-gas, flammable or combustible liquids are utilized, or the tent shall be used for display of motor vehicles contact the Mount Vernon Fire Prevention Bureau for additional submittal and permitting requirements.

NOTE: Tents must be inspected by the Fire Inspector prior to use. Please provide at least three (3) days' notice to the Fire Inspector for the inspection. Tent inspections may be requested Monday through Friday 8:30 a.m. - 5 p.m. by calling the FDMV at 914-665-2611. Tent inspection performed outside of normal business hours, may result in additional charges.