



TOWN OF  
**WEST SENECA**  
PROUD PAST - UNLIMITED FUTURE

**APPLICATION FOR SPECIAL EVENTS**

This is an application for Special Events in accordance with Chapter 84 of the West Seneca Code.

Name & Address of Organization Holding Event:

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Chief Executive Officer of Organization:

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Contact Person:

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Location of Event:

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Date & Hours of Event:

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Nature of Entertainment:

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Will Alcoholic Beverages be sold? (New York State Liquor Authority Permission)

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Purpose of Event:

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Application must be accompanied by survey showing location of event.

Signature of Applicant

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Authorized By

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Code Enforcement Officer

cc: West Seneca Town Board  
Chief of Police  
Town Attorney  
Town Clerk

Name of Event: (as appearing in advertising)

Type of Event: (fair, race, concert, etc.)

**Specific Location of Event**

Attach a road map or sketch showing location of event using name and address of a facility, property, roads landmarks, etc., which must show the following:

- a.) \_\_\_\_\_ Location of parking facilities indicating number of parking spaces being provided for
- b.) \_\_\_\_\_ Location of toilet facilities including location of port-o-potties
- c.) \_\_\_\_\_ Location of entrances where public is to enter onto site and exit the site
- d.) \_\_\_\_\_ Location of vendor facilities, including booths and food service facilities
- e.) \_\_\_\_\_ Location of all adjacent residential structures
- f.) \_\_\_\_\_ Information on where vehicles are to be parked during such event, and any additional traffic control measures that are to be undertaken to deal with additional traffic into the facility

**Name of Facility/Property** \_\_\_\_\_

Facility Owned by \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Phone# \_\_\_\_\_

Facility Operated by \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Phone# \_\_\_\_\_

**Event Date(s)** \_\_\_\_\_

Time(s) \_\_\_\_\_ AM  
 \_\_\_\_\_ PM

**Anticipated Peak Attendance on Site at Any One Time** \_\_\_\_\_

**Traffic & Security**

Organization providing security: \_\_\_\_\_  
 Number of security personnel: \_\_\_\_\_  
 Fire District: Winchester \_\_\_\_\_ Union \_\_\_\_\_ Reserve \_\_\_\_\_ East Seneca \_\_\_\_\_ Seneca Hose \_\_\_\_\_  
 Vigilant \_\_\_\_\_

**Reviewed by Fire Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit Fee Paid:** \_\_\_\_\_ **Cash:** \_\_\_\_\_ **Check #:** \_\_\_\_\_ **Credit Card:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Permit Issue Date:** \_\_\_\_\_  
Code Enforcement Officer

A special event is preplanned to occur within the Town of West Seneca attended by 50+ people. Private parties, wedding celebrations, etc., are excluded, provided all parking is on private property and on one side of public right of way. Permit fee is for single event, or a series of special events, provided each is conducted at the same location with similar conditions. Fee waived for community-wide celebrations, such as the 4<sup>th</sup> of July. Events must comply with NYS Fire Codes 403.1-403.2.1.