



TOWN OF ISLIP
Office of the Town Clerk

Olga H. Murray
Town Clerk & Registrar
of Vital Statistics

APPLICATION FEE (Non-Refundable)
Carnival/Circus: \$500.00 Fair: \$400.00
Outdoor Show: \$400.00

CARNIVALS, CIRCUSES & OUTDOOR SHOWS APPLICATION

**** MUST BE SUBMITTED 45 DAYS PRIOR TO THE EVENT****

IF ATTENDANCE IS IN EXCESS OF 1,000 PEOPLE, APPLICATION MUST BE SUBMITTED 60 DAYS PRIOR TO EVENT

Date of Application: _____ Date(s) of Event: _____

Exact Name of Organization: _____

Organization Address _____

Organization Telephone #: _____ Organization Email: _____

Purpose of Amusements & Disposition of Proceeds: _____

Name & Telephone # of person on-site to contact on date(s) of event: _____

Carnival Operator Information: Name: _____ Telephone Number #: _____

Address: _____

Full Description of Amusement Activities: _____

Anticipated Attendance: _____ **Number of Rides:** Adult: _____ Children: _____

Day(s) & Hours of Operation: _____

Is this event a New Event? _____ if not, please specify the prior date: _____

Location of Event: _____ Location of Rides (Booth Business) _____

SUPPLY GOOGLE (Street View) MAP OF THE SITE. (MARK EMERGENCY INGRESS AND EGRESS).

Actual Street Address: _____ Popular Name of Location if Applicable: _____

Staging Area: _____ Street Address of Staging Area: _____

Staging Beginning and end Time: _____

APPLICANTS ARE RESPONSIBLE FOR NOTIFYING LOCAL RESIDENTS AND MOTORISTS OF ANY ROAD CLOSINGS. SUCH NOTICE MUST INCLUDE ALTERNATE ROUTES FOR EMERGENCY VEHICLES.

Specify whether any arrangements have been made for private policing/security (is SCPD required for assistance?) _____

Specify if the Suffolk County Police Department is needed for road closures: Yes _____ No _____

Specify whether barricades will be needed: Yes: _____ No: _____ If Yes, how many? _____

Will there be any alcohol served at the event? _____



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Name **two** organization representatives & positions:

1. Name: _____ Position: _____

Home Address: _____

Home Telephone #: _____ Business Telephone #: _____ Cell # _____

2. Name: _____ Position: _____

Home Address: _____

Home Telephone #: _____ Business Telephone #: _____ Cell # _____

Signature & Title of Representative # 1

Signature & Title of Representative # 2

***** [Carnival/ Street Fair/ Festival/Outdoor Shows] must follow all applicable State and Local guidelines for large outdoor events, and any other guidance pertinent to [carnivals/ street fairs/ festivals.] in effect on the date of event. It is the sole responsibility of the permit applicant, as the designated Responsible Party, to ensure the event is in compliance with all applicable New York State and Local COVID-19 guidance, rules and regulations regarding outdoor events. ******



TOWN OF ISLIP

OFFICE OF EMERGENCY MANAGEMENT

Incident Action Plan

Title of Event: _____ Date of Event: _____

The purpose of this Incident Action Plan (IAP) is to identify and mitigate any potential risks associated with the planning, implementation and successful completion of the above referenced event. The parties that are planning and coordinating this event are committed to ensuring that all participants, sponsors, community members and emergency personnel are able to partake in the event in a safe and organized manner. The procedural information contained herein will be strictly adhered to.

Event Description: _____

Hours of Event: _____

Location: _____

Command Post Location: _____

Incident Commander (on scene person in charge of event): _____

Incident Commander's Phone Number: _____

Medical Emergencies Procedure

All medical emergencies will be reported to the Command Post by use of _____, or by verbal means. The Incident Commander will call directly to the _____ and report the incident/ problem. The EMT(s) will report to the Command Post, as appropriate, when entering the event and notify the Command Post when leaving the event. Responding emergency units will enter the event from _____ (street). The Incident Commander will make sure an area is open to allow EMS personnel, vehicles and equipment access to the event grounds wherever emergency assistance is needed. The nearest hospital for receiving patients is _____.

Police Emergencies

For all police emergencies, 911 will be called. Police enforcement will be provided by the _____ Precinct.

Lost Child Procedure: Police will be notified.

In the event of a lost child, he/she should be taken to the Command Post. The child, if able, will be asked to provide parent/guardian information. Lost child announcements will be made from _____, informing the crowd of the situation. The child will remain under the supervision of the Command Post who will ensure the child is comfortable and safe until his/her parent/guardian arrives. Police should be present to check identification of adult claiming to be the parent/guardian before release.

Communication Plan (List how Incident Commander & coordinators will communicate): _____

Important Phone Numbers: (**Fill In Name, Providing Agency & Contact Number**)

Incident Commander (On scene): _____

Deputy Commander (On scene): _____

Event Coordinator/Planner: _____

Emergency Medical Services: _____

Chief/contact person: _____

Fire Department: _____

Chief/contact person: _____

Police Precinct or Cope Unit: _____

Precinct Commanding Officer/contact person: _____

Additional Security (if any): _____

FYI Phone Numbers:

Town Emergency Management 224-5730

Town Dept. of Public Works 224-5623

Town Public Safety 224-5306

Town Clerk's Office 224-5490

Add any other emergency contacts that you deem appropriate: _____



Please contact the following Departments and have them sign that they received a copy of the application and the Incident Action Plan and will review it.

Suffolk County Police Department (Precinct in which event is being held):

Signature of Inspector/ Dep. Inspector/ Captain

Date

Fire Department in which event is being held:

Signature of Chief of Department

Date

Emergency Medical Services in which the event is being held:

Signature of Chief of Department

Date

I, _____ solemnly swear that all the above are true and correct, and unconditionally guarantee the quiet, lawful and peaceful conduct of the Carnival, Circus or Outdoor Show for which this permit is sought.

Signature and Title

Date

ALL EVENTS MUST FOLLOW TOWN CODE

Please Note: If food will be served, contact the Suffolk County Dept. of Health Services at 631-854-0410.



Town of Islip Affirmation of Insurance Coverage

1) General Liability

YES NO

- Is the carrier an Authorized Insurer (Admitted) in the State of New York
- Does the policy provide coverage to the additional insured for liability arising out of the ongoing operations of the named insured?
- Does the policy provide coverage to the additional insured for liability arising out of the completed operations of the named insured?
- Is a Waiver of Subrogation endorsement in favor of all Additional Insureds included in the policy?
- Is Primary and Non-Contributory Additional Insured wording included in the policy?

Construction Specific Questions (Check N/A/ If Not Applicable) N/A

YES NO

- Do the policy limits apply on a "per project" basis?
- Does a policy aggregate limit apply which limits the "per project" aggregate limit?
- Is the policy aggregate limit capped?
- Is there any endorsement or amendment to the ISO CGL form that modifies the policy's employee exclusion and/or the definition of insured contract, or in any other manner excludes coverage or risk transfer with respect to Labor Law 240/241?

2) Workers Compensation

YES NO

- Is Workers' Compensation coverage included for employees working in the State of New York?
- Is a Waiver of Subrogation endorsement in favor of all Additional Insureds included in the policy?
- Does the Waiver of Subrogation endorsement require privity of contract between the Named Insured and third parties?

3) Umbrella / Excess Liability

YES NO

If Not Applicable Check N/A N/A

- Is the carrier an Authorized Insurer (Admitted) in the State of New York?
- Does the policy follow form of the General Liability policy?
- Is Additional Insured coverage included?
- Is a Waiver of Subrogation endorsement in favor of all Additional Insureds included in the policy?
- Is Primary and Non-Contributory Additional Insured wording included in the policy?

Construction Specific Questions (Check N/A/ If Not Applicable) N/A

YES NO

- Do the policy limits apply on a "per project" basis?
- Does a policy aggregate limit apply which limits the "per project" aggregate limit?
- Is the policy aggregate limit capped?
- Is there any endorsement or amendment to the ISO CGL form that modifies the policy's employee exclusion and/or the definition of insured contract, or in any other manner excludes coverage or risk transfer with respect to Labor Law 240/241?

The Following Items Must Be Included For Review

- Current Valid Certificate of Insurance
- Completed and Signed Certification Form (Attached on Page 2)

Town of Islip
Certification By Insurance Broker or Agent

Insured:	
Address:	
Phone #:	

Certificate Holder:	
Address:	

The undersigned insurance broker or agent represents to the Town of Islip that the attached Certificate of Insurance is accurate in all material respects

Name of Broker or Agent: _____

Address of Broker or Agent: _____

Phone # _____

Email Address: _____

[Name and Title of authorized official, broker, agent]

[Signature of authorized official, broker, agent]

State of _____)

County of _____)

Sworn to before me this _____ day of _____ 20_____

NOTARY PUBLIC FOR THE STATE OF _____



**COUNTY OF SUFFOLK
NEW YORK**



POLICE DEPARTMENT

GERALDINE HART
POLICE COMMISSIONER

In order to promote and insure a safe and successful event, organizers are required to supply sufficient volunteers along event routes or security personnel at festivals/carnivals. Volunteers and or security personnel need to reflect the number of expected attendees. When submitting applications, please note the number of volunteers/security guards or provide the name of private security company.

Please attach above addition to the event application.

Joseph D. Hauswirth
Captain/Third Precinct



ACCREDITED LAW ENFORCEMENT AGENCY
Visit us online at: www.suffolkpd.org
Crime Stoppers Confidential Tip Hotline: 1-800-220-TIPS
Non-Emergencies Requiring Police Response - Dial: (631) 852-COPS
30 Yaphank Avenue, Yaphank, New York 11980 – (631) 852-6000



3rd PRECINCT CHECK LIST FOR TOWN OF ISLIP EVENTS

IF YOU ARE HERE TO HAVE AN EVENT SIGNED, PLEASE HAVE THE FOLLOWING FOUR (4) ORIGINAL PIECES OF PAPER WHICH ARE COMPLETELY FILLED OUT AND LEGIBLE. WITHOUT THE FOLLOWING NO EVENTS CAN BE SIGNED.

- **PARADE/RACE/ASSEMBLY and CARNIVAL/CIRCUS/OUTDOOR SHOW APPLICATIONS**
- **INCIDENT ACTION PLAN**
- **COMPLETE MAP OF RACE COURSE OR EVENT AREA**
- **SIGNITURE PAGE**

WITHOUT ANY OF THE ABOVE, UNFORTUNATELY, NO PAPERWORK CAN BE SIGNED.

THANK YOU FOR YOUR COOPERATION.

NON-DISCRIMINATION/EQUAL OPPORTUNITY:

Special events shall comply with all local, state, and federal laws and regulations pertaining to non-discrimination and equal opportunity in the areas of employment, subcontracting, and use of the Town property and public rights of way. It is the sole responsibility of the permit applicant, as the designated Responsible Party, to ensure the event is in compliance with all applicable local, state, and federal laws and regulations pertaining to non-discrimination and equal opportunity in the areas of employment, subcontracting, and use of the Town property and public rights of way.