



TOWN OF NORTH HEMPSTEAD

APPLICATION FOR AN EVENT USING PUBLIC ROADS

Directions:

Print this form on your printer. Answer all questions. Application must be filed 30 days prior to the date of event. It is the responsibility of the applicant to notify all businesses and residents on the route.

NAME OF APPLICANT: _____ Phone # _____

ADDRESS: _____

NAME OF ORGANIZATION: _____ Phone # _____

ADDRESS OF ORGANIZATION: _____

NAME OF PERSON IN CHARGE: _____ Phone # _____

ADDRESS OF PERSON IN CHARGE: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____ RAIN DATE: _____

STARTING TIME: _____ TERMINATION TIME: _____ ANTICIPATED ATTENDANCE: _____

NUMBER AND TYPE OF VEHICLES (if any): _____

TIME OF ASSEMBLY (if applicable): _____

HAMLET: _____

ASSEMBLY AREA-STREET: _____ BETWEEN INTERSECTIONS _____

OF _____

ROUTE OF EVENT: _____

SIGNATURE: _____ DATE: _____

For Clerk use only

Date Application Received: _____

Date Forwarded to Headquarters: _____ Precinct: _____

Approval / Denial: Headquarters _____ Precinct to Cover _____

Comments: _____

DATE: _____ Clerk: _____

TOWN CLERK _____

PO Box 3000, 200 Plandome Road, Manhasset, NY 11030 516-869-7646

A FALSE STATEMENT WILL RESULT IN THE DENIAL OF THIS OR ANY FUTURE PERMIT APPLICATIONS

If barriers are required, arrangements must be made with the Highway Department Sign Shop, 285 Denton Avenue, New Hyde Park, call Telephone #294-7918. Barriers must be picked up before 3 p.m. on the Friday before the event and returned the next working day after the event between 8 a.m. & 3 p.m., in good condition or there will be a charge.