

# **FORM 1**

## **PARADE/EVENT REQUEST FORM**

Office of the Village Clerk  
Village of Hempstead  
99 Nichols Court  
Hempstead, New York 11550  
(516) 489-3400

1. Please print or type the name of the applicant and/or organization: \_\_\_\_\_
  2. Name of Organization Representative: \_\_\_\_\_
  3. Telephone and Cell Phone of Organization Representative: \_\_\_\_\_
  4. What type of organization is your organization (i.e. non-profit)? \_\_\_\_\_
  5. Address of applicant and/or organization: \_\_\_\_\_
  6. Date of requested event: \_\_\_\_\_ Type of requested event: \_\_\_\_\_
  7. What is the proposed start and end time of the event? \_\_\_\_\_
  8. Location of event: \_\_\_\_\_
  9. Expected number of participants? \_\_\_\_\_ No. of anticipated attendees? \_\_\_\_\_
  10. Will a responsible adult be provided for each ten (10) participants? Yes/No
  11. Requesting street closure? Yes/No Location of street closure: \_\_\_\_\_
- If a street closing is requested you need a petition authorizing the same from the residents of that street and the petition must be submitted with this request form.
12. Have you or your organization, applied for a permit in the past? Yes/No  
When? \_\_\_\_\_

**THE ANNEXED FORM TWO PERMIT REQUEST FORM AND FORM THREE HOLD HARMLESS AGREEMENT MUST BE EXECUTED AND RETURNED WITH THIS REQUEST FORM**

**ALL REQUESTED INFORMATION MUST BE SUBMITTED FOR YOUR REQUEST TO BE REVIEWED BY THE VILLAGE AT LEAST 45 DAYS PRIOR TO THE EVENT**

**\*\*\*\*BE ADVISED THAT DEPENDING UPON THE SIZE AND DURATION OF THE EVENT AND ANTICIPATED EXPENSE THAT THE VILLAGE MAY INCUR THE VILLAGE MAY REQUIRE A FEE TO ISSUE THE PERMIT \*\*\*\*\***

**UPON COMPLETION, SUBMIT THIS FORM TO THE**  
**OFFICE OF THE VILLAGE CLERK**