



Gary R. McCarthy
Mayor

City of Schenectady, New York

OFFICE OF THE MAYOR
City Hall
105 Jay Street
Schenectady, NY 12305
Telephone (518) 382-5000

Jeremy Howard
Parks Director

Please note

If you are planning a race, run, walk, or event within Central Park, you must obtain a permit application package and verify availability from the Parks Department, located at the Bureau of Service ~ 1732 Foster Avenue, Schenectady, New York 12308, (518) 382-5151, prior to applying for your Street Closing / Parade / Event Permit at the Mayor's Office.



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David M.M. Fronk
Director of Operations

PERMITS

STREET CLOSING / PARADE / EVENT APPLICATION

Application must be turned in 60 days prior to event

Today's date: _____ Name (please print): _____

Phone number the date of event: _____ E-mail address: _____

Mailing address: _____

Event: _____

Has this event taken place in the past? No / Yes, On _____

Event Coordinator: _____ Phone #: _____

Date of Event _____ Rain Date _____ Time Frame (max 6 hrs.): _____

Approximate number of participants: _____

Is this event in the Park	No/Yes *
Have you applied for your Park permit	No/Yes
Will there be any type of selling or solicitation?	No/Yes**
Will there be any food or food preparation?	No/Yes***
Will there be alcohol sold or served at the event?	No/Yes****

*If yes, you must apply for your Park permit at the Park Office prior to applying for the Event in the Mayor's Office
 ** If yes, contact the City Clerk's Office, Room 107, 382-5199 ext. 5303 for the necessary permits / licenses prior to approval of this application.
 *** If yes, you must obtain a Permit from the County Health Department. 386-2810.
 **** If yes, contact the City Clerk's Office (Information above) for the necessary permits / licenses prior to approval of this application.

I am requesting: _____

 _____ (use back if necessary).

Signature: _____

The basic permit filing fee is \$10. If alcohol is involved with the event, an additional \$75 is required. Checks should be made payable to the City of Schenectady.

Received from: _____
 Amount Received: _____
 Date Received: _____
 Received By: _____

Cash / Check # _____
 For Internal Use only
 Revenue Code 020062590

Please note that this is only an application. Your Special Event Permit will be issued when approval has been received from City Department / Bureau Heads and the Mayor and any additional estimated charges have been identified and deposited. Any additional costs incurred by the City during the event will be assessed to the applicant for reimbursement after the event. Thank You.