

*Before completing application, please read attached Rules & Regulations as outlined in Hudson City Code Section 199. Attach additional sheets as needed. Applications will be reviewed by the Police Department and Public Works Department as relevant before being sent to the Mayor for approval.*

**APPLICATION FEE(NON-REFUNDABLE): \$100.00 (NON-PROFIT EXEMPT W/PROOF OF STATUS)**

**MASS GATHERING PERMIT APPLICATION  
APPLICATION TO BE SUBMITTED AT LEAST 120 DAYS PRIOR TO EVENT**

<b>OFFICE USE ONLY:</b> 120 Day Requirement Waived _____ By _____
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1. Name of Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Individual(s) in Charge of Event: \_\_\_\_\_

Telephone/Cell Phone(s) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

2. Date of Event \_\_\_\_\_ Hours \_\_\_\_\_

3. Nature of Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Area(s) to be used (Route of Parade-Race-Walkathon provide a sketch of route) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Approx. Number of Persons expected to attend: \_\_\_\_\_

6. Free to Public or a Charge, please specify: \_\_\_\_\_

7. Support Services Planned/Requested *(Review Carefully Rules & Regulations regarding the following. Submit additional pages as needed. City may provide certain equipment and/or materials if available)*

(a) # Temporary Parking Signs Requested: \_\_\_\_\_

(b) # Barricades Requested: \_\_\_\_\_

(c) Utilities Needed: \_\_\_\_\_

(d) Restrooms: \_\_\_\_\_

(e) Banners & Other Signage and Location *(Sponsor Responsibility)*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(f) Tents & Other Temporary Structures *(Sponsor Responsibility)*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(g) Emergency Medical Service Area and Egress Route: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(h) Security \_\_\_\_\_

*(To be determined by Mayor. Private Security may be required of Sponsor)*

8. Other permits/licenses required *(food permits from Columbia County Health Dept., fireworks licensing, permits, etc.)* \_\_\_\_\_

\_\_\_\_\_

9. Will Alcohol be served? \_\_\_\_\_ (If yes, please complete the City of Hudson Alcohol Agreement and demonstrate full compliance with all applicable regulations pursuant to Hudson City Code Chapter 65)

10. Certificate of Insurance must be furnished naming the City of Hudson as Additional Insurance at least 14 days prior to the event. (All events must obtain a liability insurance policy in the amount of \$1,000,000 for bodily injury, a minimum limit of \$100,000 for property damage and in the case that alcohol will be sold at the special event or parade, a minimum limit of \$3,000,000 for liability arising from the sale or consumption of alcohol pursuant to Hudson City Code §199-8(B)) \_\_\_\_\_

11. Does your parade or special event require a street closure(s)? \_\_\_\_\_

12. Notification and Public Comment. If parade or special event requires a street closure(s), the applicant must submit to the City Clerk an affidavit of publication from the city's official newspaper (*Register Star*) pursuant to Hudson City Code §199-7.

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**For Office Use:**

Public Works Dept. Reviewed as required \_\_\_\_\_  
(Signature & Date)

Police Dept. Reviewed as required \_\_\_\_\_  
(Signature & Date)

**Mayor's Office:**

Approved/Disapproved \_\_\_\_\_ by Mayor \_\_\_\_\_  
(Date) (Signature)

Comments/Notes: \_\_\_\_\_

Fees to be paid by Sponsor (*state none if applicable*) \_\_\_\_\_

Event Organizer's Vendor License    yes    or    no  
Alcohol Agreement                            yes    or    no

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