

CITY OF KINGSTON

Steven T. Noble
Mayor



Elisa Tinti
City Clerk

City Hall • 420 Broadway • Kingston, New York 12401

(845)334-3902 • Fax (845)334-3904 • www.kingston-ny.gov

CITY OF KINGSTON SPECIAL EVENT APPLICATION 2026

If you are planning an event in the City of Kingston, please complete and submit the following application with proof of Liability Insurance. **Applications are required to be submitted a minimum of 30 days prior to the event**, with \$50 application fee payable to City of Kingston.

NAME OF EVENT: _____ DATE(S) OF EVENT: _____

LOCATION: _____

HOURS: _____ SET-UP: _____ BREAKDOWN: _____ ESTIMATED ATTENDANCE: _____

OPEN TO THE PUBLIC: YES NO ALCOHOL: YES NO (If yes, contact NYS Liquor Authority)

STREET CLOSURE: YES NO (If Yes, please complete the Street Closure Permit and provide a Detour Plan)

PARKING RESTRICTIONS: YES NO (If Yes, fees may apply)

AMPLIFIED SOUND: YES NO (If yes, Noise Permit may be required. Please contact Planning Office)

FOOD VENDORS: YES NO MERCHANDISE VENDORS: YES NO **(Each vendor must complete a Vendor Application)**

HOST/ORGANIZATION: _____ ADDRESS: _____

EVENT COORDINATOR: _____ EMAIL: _____

24 HR EMERGENCY CONTACT: _____ 24 HR EMERGENCY PHONE: _____

- NOTE: This application is not a permit and does not constitute an automatic approval. You are encouraged NOT to promote or make any additional arrangements for your event until you have received an approved permit for your event.

Please remit a \$50 check or money order made payable to City of Kingston with your completed application.

Application must be submitted to: Special Events, Mayor's Office, 420 Broadway, Kingston, NY 12401

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Special Event Application Instructions

Application—No person, firm or organization, shall close a street or hold an event on any street, roadway, thoroughfare or sidewalk in the City of Kingston without obtaining a permit from the City of Kingston. Applicant must submit at least thirty days prior to commencement of event a fully completed Special Event Application to the City Clerk.

Banners— Placement of banners in our Downtown or Academy Green locations is \$50 per week, with a limit of 2 weeks.

Insurance Requirements—Applications for public events must be accompanied by proof of liability insurance in the amount of \$1,000,000 (one million) listing the City of Kingston as an additional insured, indemnifying the city against any and all claims, demands, actions or causes of action in any way connected with or growing out of the closure of streets in conjunction with the event.

Approval—The Superintendent of Public Works or his designee reserves the right to deny the closure of any street. The Chief of Police or his designee reserves the right to deny any parade or event affecting the safety of City residents. **If the City determines that Police Officers will be required for the safety of your event, personnel fees may apply.**

Detours—Street Closure applications must include a detailed Detour Plan. The cost of a detour plan is determined by the size of the detour, as follows: 1-5 Roads/Intersections \$50; 6-10 Roads/Intersections \$100; 11 or more Roads/Intersections \$150. Barricades, signs, lights and other approved safety devices shall be displayed at street closures in accordance with the NYS or Federal Manual of Uniform Traffic Control Devices and approved detours shall be established. **Applicants will be responsible for the placement of barricades at least one hour prior to commencement of event and removal of barricades immediately after event concludes.** The Mayor, Superintendent of Public Works, Chief of Police or other safety officials may recommend the closing of additional streets, avenues or highways for any portion of the event. **It will be the responsibility of the applicant to follow all guidelines for traffic control on these additional street and to notify the public of street closures and distribution of flyers or letters to residents/businesses affected by the closure.**

Parking—If suspension of parking regulations will be required for said event, an Executive Order may be issued by the Mayor's Office. Parking fees may apply, as follows: On-street metered areas \$50/space; Off-street metered areas \$25/space; On-street non-metered areas \$100/event; Off-street non-metered areas \$100/event.

Vendors—If food and/or merchandise vendors will be participating, a vendor application (attached), insurance certificate and \$50 fee must be submitted for each, individual vendor (unless a vendor possesses a current, Annual City of Kingston Vending License). Vendors must obtain a physical Vendor Permit from the Clerk's Office after approval. This permit must be displayed by the vendor during the event. Applicant is responsible for filing/verification of all licensing requirements, including but not limited to County Health Department permits, NYS Liquor Licensing, etc.

Refuse—Applicant is required to provide both refuse and recycling receptacles for events where trash is generated. The City will supply these upon request at a cost of \$30 per tote.

Notifying Neighbors— By signing this document you acknowledge that you have notified all neighboring residents and/or businesses of your planned event prior to submitting this application.

I _____ confirm that I have read and agree to the terms and conditions stated above.

Applicant Name

Signature

Date

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City of Kingston Event Vendor Application 2026

If food and/or merchandise vendors will be participating, a vendor application and \$50 fee must be submitted for each vendor

Name of Vendor: _____

Phone Number: _____ E-mail Address: _____

Name of Event: _____ Date of Event: _____

1. If applicant is employed list name and address of employer. Also list credentials establishing relationship

2. Applicant's drivers license # as issued by NYS Department of Motor Vehicle _____
3. If applicant proposes to operate a vehicle in connection with vending please describe applicable below :

Cart _____	License # or other identification _____
Vehicle _____	License # or other identification _____
Other _____	License # or other identification _____
4. Description of goods, wares and merchandise desired to sell or the type of service applicant desires to perform and method of distribution. _____

5. If the applicant is a corporation or association, the name address and title of the officer upon whom process or other legal notice may be served: _____
6. New York State sales tax identification number or social security #: _____
7. It is the responsibility of the vendor to secure approval from the Ulster County Health Department to serve or sell food
8. No Alcohol may be served or sold without proper licensing through the New York State Liquor Authority
9. **A certificate of liability insurance in the amount of \$1,000,000 (one million) listing the City of Kingston as an additional insured must accompany this application.**
10. **Vendors must obtain a physical Vendor Permit from the Clerk's Office after approval. This permit must be displayed by the vendor during the event.**

HOLD HARMLESS AGREEMENT (PURSUANT TO SECTION 61-5(F) OF THE CITY OF KINGSTON CODE

It is hereby agreed and understood by and between _____, hereinafter referred to as "Vendor", and the City of Kingston, hereinafter referred to as the "City" that the "Vendor" or heirs, executors, administrators, successors and assigns agrees to hold harmless and indemnify the "City" from all actions cause of actions, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgements, extent, executions, claims, and demands whatsoever in law, admiralty or equity arising out of the "Vendor's" business within the City of Kingston.

Vendor Applicant (print name) _____ Signature _____ Date _____

The issuance of a "Vendor Permit" does not guarantee you a particular space. The City of Kingston and other groups, sponsor events in various locations throughout the City. It may be necessary for you to move your vending operation during these events if said operation interferes with the event.

Vendor Applicant (print name) _____ Signature _____

Vendor application, and fee must be handed in to City Clerks Office no later than 48 hours prior to event. Vendor permit will be issued by City Clerk's Office and must be prominently displayed during the entire event.

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City of Kingston Parade Permit Application 2026

Event Name: _____ Date(s): _____

Start Time: _____ End Time: _____ Step Off Time: _____

From Street: _____ To Street: _____

Marchers or the parade shall proceed in columns of _____

Additional Information: _____

Please submit the following information with signed application:

- Written list of parade/run route
- Written plan for security at all intersections along route
- A detour plan around parade route, including placement of barricades and signage

Please Note The Following Requirements:

Payment due two weeks prior to event for police services. (Amount to be determined by City of Kingston)

Parade shall not interfere with the orderly movement of traffic or pedestrians

Shall proceed on the extreme right of roadway to permit free flow of traffic moving in the opposite direction

Shall do nothing to incite riot, disorderly conduct or trouble of any kind

Shall conduct themselves as orderly citizens of the United States of America

Red lights or sirens shall not be permitted

***A violation of any part of the preceding provisions shall make this permit null and void and shall also affect the decision of the Kingston Police Department on the application of future requests for a permit**

Applicant Name: _____

Applicant Signature: _____ Date: _____

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City of Kingston Street Closure Application 2026

No person, firm or organization, shall close a street or hold an event on any street, roadway, thoroughfare or sidewalk in the City of Kingston without obtaining a permit from the City of Kingston.

The Superintendent of Public Works or his designee reserves the right to deny the closure of any street.

Applicant Name: _____

Event Date(s): _____

Name of Event: _____

Event Times: _____

Street(s) to be closed: _____

Reason for Closure: _____

Description of Event: _____

A Detour Plan, indicating placement of barricades and detour signage is required. The cost of the detour plan is as follows: 1-5 Roads/Intersections \$50; 6-10 Roads/Intersections \$100; 11 or more Roads/Intersections \$150. You may contact the Department of Public Works for assistance at 845-331-0682.

Applicants are responsible for the placement of barricades and signage at all street closure sites. All barricades and signage must be in place at least one hour prior to commencement of event and removed immediately after event concludes.

Block Parties must submit signatures from 75% of neighbors affected by the street closure.

Rental of refuse/recycling totes is \$30 per tote.

Applicant Name: _____

Applicant Signature: _____ Date: _____

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City of Kingston Parking Requests 2026

No person, firm or organization, shall reserve parking spaces on any street, roadway, or municipal lot in the City of Kingston without obtaining a permit from the City of Kingston.

Please be advised that fees may apply for reserving parking.

The Superintendent of Public Works or his designee reserves the right to deny the reserving of parking.

Applicant Name: _____

Event Date(s): _____

Name of Event: _____

Event Times: _____

Total number of parking spaces/meters: _____

(Note: some meters are "doubled meters" and hold two spaces)

Locations to be reserved (use meter numbers if possible):

If available, attach images and/or maps, highlighting the designated areas.

Applicant Name: _____

Applicant Signature: _____

Date: _____

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Special Event Application Checklist

Please initial to verify that the following have been included with your application.

- _____ *Completed Application*
- _____ *\$50 Application Fee*
- _____ *I have notified neighboring residents and businesses about my Special Event*
- _____ *Vendor Application, Certificate of Liability Insurance, Vendor Permit, and \$50 fee*
(For each, individual food or merchandise vendor)
- _____ *Parade Permit Application*
- _____ *Street Closure Application*
- _____ *Parking Restrictions Application*
- _____ *Block Party Petition*
- _____ *Certificate of Liability Insurance for \$1,000,000 issued to: City of Kingston, 420 Broadway, Kingston, NY 12401; listing City of Kingston as additionally insured.*

FOR CITY OF KINGSTON USE ONLY

DPW APPROVAL OF STREET CLOSURE YES _____ NO _____

Authorizing Signature _____

KPD APPROVAL OF STREET CLOSURE/PARADE PERMIT YES _____ NO _____

Authorizing Signature _____

CITY CLERK APPROVAL OF VENDOR PERMIT YES _____ NO _____

Authorizing Signature _____

APPLICATION FEE (SUBMITTED WITH APPLICATION) \$50.00

POLICE PERSONNEL SERVICES \$ _____

DPW PERSONNEL/ SERVICES \$ _____

CITIBUS PERSONNEL/SERVICES \$ _____

PARKING FEES \$ _____

TOTE FEE (\$30 PER TOTE) \$ _____

STREET CLOSURE DETOUR PLAN \$ _____

TOTAL \$ _____

AMOUNT PAID \$ _____ Check # _____ Receipt # _____