

CITY OF KINGSTON
Office of Economic and Community Development
brobinson@kingston-ny.gov

Brenna L. Robinson, Director



Steven T. Noble, Mayor

Rondout Youth Programming Application Instructions

Due Date - Applications are due Friday, November 15, 2019, 3:00 p.m. local time at the Office of Economic and Community Development.

Public input and comments – will be received at a community engagement meeting at a date to be announced.

Events/Programs – must be held or completed by 12/31/2020 and may be one day or multiple days. Events or programs may be held indoors or outdoors. Any individual or organization not employed by, a director or trustee of, or otherwise affiliated with, the proposed indoor venue must include a signed agreement with said facility with approved dates & times with this application. Outdoor programs or events conducted on City property must submit any and all relevant documents accessed on the City's website [https://www.kingston-ny.gov/filestorage/8463/10792/26341/Special Event Application 2019.pdf](https://www.kingston-ny.gov/filestorage/8463/10792/26341/Special%20Event%20Application%202019.pdf)

Grant Funds – will be available on a reimbursement basis.

Approval – Applications will be reviewed and approved by a sub-committee of the Community Development Advisory Board.

Special Event – 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 a fully completed Special Event Application to the City Clerk.

Document Requirements for Reimbursement – Grantees must provide insurance certificates (liability, disability, workers' comp), a narrative report of the program, invoices, receipts, copies of canceled checks.

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.

Street Closures – 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.**

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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 streets 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. The applicant can include this \$25 fee in the funding request.

Vendors—If food and/or merchandise vendors will be participating, a vendor application (attached), insurance certificate and \$40 fee must be submitted for each, individual vendor (unless a vendor possesses a current, Annual City of Kingston Vending License) 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 \$20 per tote.

Other Equipment—The City of Kingston does not provide portable bathroom facilities, tents, chairs, tables, stages or amplified sound equipment.

Attribution – All signage, advertisements, and public service announcements must include the following: *"Funding provided by City of Kingston Participatory Budgeting Fund"*

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

(Print Name)

(Signature)

(Date)

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If you are applying for funds to conduct a youth-based program or event in the Rondout District in the City of Kingston, please complete and submit the following application. **Applications are due Friday, November 15, 2019, 3:00 p.m. local time at the Office of Economic and Community Development.** SUPPLEMENTARY DOCUMENTS: https://www.kingston-ny.gov/filestorage/8463/10792/26341/Special_Event_Application_2019.pdf

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Email: _____ Phone: _____ Cell # for contact on day of event _____

Are these funds for a program or event? _____ Name of event/program: _____

Age(s) of participants: _____ Day(s)/Date(s): _____

Hours: Start: _____ End: _____ Estimated Attendance: _____ Open to the public? Yes No

Location of event/program: _____

Admission/tuition cost: \$ _____ *If scholarships are available, include amount in your budget as in-kind expenses.*

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/Merchandise Vendors: Yes No (Vendor application and proof of insurance required; food vendors must obtain an Ulster County health permit.)

How will the event/program be promoted? _____

If approved, how will you attribute our funding? _____

Describe your event/program including its mission/objective: _____

How will you measure the event's/program's success? _____

- Please complete and submit your budget for this program/event.
- If registration for your program/event is required, please submit a copy of the registration form.

City of Kingston Participatory Budget - Rondout Youth Programs

Organization: _____

Amount Requested: _____

Revenue

Revenue Itemize (e.g., registration fees)	Applicant's Contribution	City of Kingston	Identify Revenue Source	Identify Revenue Source	Total Revenue
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
Total Revenue	\$	\$	\$	\$	\$

Expenses

Expenses Itemize (e.g., materials, supplies):	Applicant's Contribution	City of Kingston	Grant #2	Grant #3	Total Expenses
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total Expenses	\$	\$	\$	\$	\$

Surplus (Deficit) \$

Approved: _____
(Community Development Director of Participatory Budget Committee Chair)

Date: _____