



Town of Sweden
18 State Street, Brockport, NY 14420

Public Assembly Permit Application

*A permit is required when such assembly exceeds 200 persons at any place within the Town of Sweden, except where such assembly is organized by and under the control of a volunteer fire company, a fraternal or civic organization, or a religious corporation as stated in Chapter 55-1 of the Sweden Town Code.

APPLICATION must be filed with the Sweden Town Clerk at least 45 days prior to the date upon which such use and assembly shall occur. The Town Board shall act upon the application within 30 days after its submission as stated in Chapter 55-4-A of the Sweden Town Code.

Applicant/Business Name:		
Type of Business:		
Street Address:		
City:	State:	Zip Code:
Primary Contact:		
Telephone:	Email:	
Assembly Location:		
Purpose of Assembly: (include any admission fee)		
Dates:	Hours:	No. of Persons/Vehicles: /
Owner of Assembly Location Property:		

Application MUST include the following:

- Survey map of the assembly location, to include owner name and buildings or structures to be erected for the assembly – refer to Chapter 55-4-B(3) of the Sweden Town Code
- A plan or drawing showing sanitary facilities and water supplies – refer to Chapter 55-4-B(4) of the Sweden Town Code
- A plan drawn to scale showing the layout of parking, including ingress and egress to such area
- Statement containing type, number and location of sound systems/equipment
- Statement detailing food and beverage – refer to Chapter 55-4-B(7) of the Sweden Town Code
- Statement detailing security and fire protection – refer to Chapter 55-4-B(8) & (9) of the Sweden Town Code
- Statement specifying the use of outdoor lighting – refer to Chapter 55-4-B(10)
- Statement specifying emergency treatment facilities and camping or housing facilities – refer to Chapter 55-4-B(11) & (12)
- Comprehensive Liability Insurance – refer to Chapter 55-4-E

NOTE: No permit shall be issued unless it is clearly shown, provided for, and approved that said requirements as stated in Chapter 55-4-C (1-10) are met.

WRITTEN AUTHORIZATION must be received from the property owner allowing the Town access to the property to conduct proper inspections.

Date Received: _____ By: _____

\$200 Fee Received: _____ Receipt No. _____

\$500 Deposit Received: _____ Certificate of Insurance Received: _____

Board Reviewed: _____ Approved/Denied: _____