



VILLAGE OF KENMORE
OUTDOOR EVENT PERMIT APPLICATION
(EXPIRES DECEMBER 31, 2026)

Permit: OE- _____

ADDRESS: _____

APPLICANT/EVENT SPONSOR: _____

TELEPHONE: BUSINESS _____ AFTER HOURS: _____

OWNER (if different from Applicant): _____

OWNER ADDRESS: _____

OWNER TELEPHONE: BUSINESS _____ AFTER HOURS _____

DATE(S) of the EVENT(S)* requested: _____

TIMES OF THE EVENT(S): _____

ALCOHOL Y___N___ IF YES: See #1 below

MUSIC Y___N___ IF YES: BAND _____ DJ _____ OTHER _____

RESTROOMS (specify number) INSIDE _____ OUTSIDE _____

TENT Y___N___ IF YES: Name/phone of Vendor providing tent: _____

ESTIMATED ATTENDANCE _____

PLEASE SUBMIT THE FOLLOWING:

1. COPY OF NEW YORK STATE LIQUOR LICENSE **AND** COPY OF THE SLA APPLICATION noting where alcohol will be served
2. SITE PLAN/SURVEY OF PROPERTY INDICATING:
 - a. Location of outdoor restrooms
 - b. Tent location
 - c. Parking
 - d. Music location (band, DJ or other) and how the music will be facing
 - e. Trash/Recycle totes or other receptacles
 - f. Fencing

KENMORE OUTDOOR EVENT PERMIT APPLICATION p2

ADDRESS: _____

3. PROOF OF INSURANCE (GENERAL LIABILITY; DRAM SHOP AS APPLICABLE), naming the Village of Kenmore, its employees, agents and officials as additional insured
4. ANY OTHER INFORMATION REQUESTED BY THE VILLAGE OF KENMORE

Applicant _____ Date: _____
(Signature)

Applicant _____
(Print)

* EVENT = 1 calendar date. You are limited to 6 events per calendar year

OFFICE USE ONLY

Initial Application Received (BY) _____ DATE _____

Application Complete (BY) _____ DATE _____

RECOMMENDATIONS

Building Department _____ APPROVED _____ DENIED

(BY) _____ DATE _____

Police Department _____ APPROVED _____ DENIED

(BY) _____ DATE _____

Village Clerk _____ APPROVED _____ DENIED

(BY) _____ DATE _____