



**VILLAGE OF PHOENIX**  
**455 Main Street**  
**Phoenix, NY 13135**

**Facilities Use – Large/Special  
Event(s) Permit(s)**

(Attach To Facilities Use Permit Form)  
**FEE SCHEDULE – RIDER #2**

<sup>1</sup> Facilities Use Permit – Basic Fee - \$50.00	\$ _____
<sup>2</sup> – Deposit - \$75.00	\$ _____
<sup>1</sup> Large/Special Events Rider – Additional Fee - \$100.00	\$ _____
<sup>2</sup> – Additional Deposit - \$125.00	\$ _____
<sup>3</sup> Large/Special Events Security - \$30.00/hr x est'd hours (# _____)	\$ _____
<sup>4</sup> Large/Special Events – Village Insurance Cost (if any) (# _____)	\$ _____
Total Fees – Security Deposit Due	\$ _____

- (1) Basic Fee shall apply to all use of Village owned or operated facilities made available for public use. Additional (Large/Special Events) Fees, include the cost of Village provided security and any additional liability insurance coverages or endorsements required by the Village Board. Unless waived or modified by resolution of the Village Board, the additional fees and deposit and requirements of the Large/Special Events Rider shall apply to the following:
  - (a) events with estimated or actual attendance in excess of sixty (60) persons; or
  - (b) events where alcoholic beverages will be served, consumed or otherwise made available;
  - (c) events attended by large numbers of teenage minors (and not under official supervision, such as official school or church groups);
  - (d) any other extraordinary or special circumstance(s) as determined by the Village Board.
- (2) Deposit shall be returned but shall be subject to deduction for property damage, failure to timely clean and dispose of all refuse and recyclables following an event, additional fees due resulting from under classification of event (as not being a Large/Special Event) security charges for events the duration of which is in excess of the hours stated under the permit or requiring extra security (Large/Special Events), and other cost or expense for which the Village may incur or otherwise be held liable and arising from the permitted event.
- (3) Security expense is based upon the estimated cost to Village for one (1) extra police officer directly observing or on “standby” relative to the event. In the event circumstances of the event dictate (as determined by the Village Board), and/or the Village Chief of Police has determined at the time of the event that additional security is required, the fee shall include such expense at the same hourly rate. Security required for business establishments catering or otherwise serving alcoholic beverages at the event, as required for its NYS licensing, may be considered by the Village Board, but shall not otherwise deemed to satisfy Village security requirements related to the permitted event.
- (4) Permittees are required to provide for general liability insurance coverage for property damage, bodily injury, and as permitted, liability related to the use and/or service of alcoholic beverages, as more fully provided for in the permit forms (Facilities Use and Large/Special Events Rider). The Village Board may (but is not obligated to) approve, by duly adopted resolution, and as permitted by its various carrier(s), an endorsement or additional policy coverage to the Village’s own existing policies of insurance, where circumstances are such that insurance cannot, or cannot cost effectively, be provided by the Permittee. In such event the expense to Village in providing same shall be included in the fees charged to the Permittee.

NOTE: The Village Board may, by duly adopted resolution, waive or modify any of the foregoing requirements where the proposed use is: as part of a Village co-sponsored activity or civic, public or similar function, including those conducted by not-for-profit entities.