

Permit No. _____
(For office use only)

Application Received on:



**INC. VILLAGE OF OLD WESTBURY
APPLICATION FOR TENT PERMIT**



Village permits are needed for tents **greater than** 10' x 10'

THIS APPLICATION MUST INCLUDE THE FOLLOWING:

Please note that the application, paperwork and payment must be submitted together. Please do not submit incomplete applications, as they will be returned.

- Certificate of General Liability Insurance naming the Village of Old Westbury as additional insured
- Proof of Worker's Compensation Insurance naming the Village of Old Westbury as additional insured
- Flame Certification
- Nassau County Fire Marshal Permit (refer to attached NCFM Ordinance)
- Permit Fee (cash or check is accepted, \$300.00 **per tent per week**, checks made payable to "Village of Old Westbury", **non-refundable**)

Event Venue: _____

Event Address: _____

Purpose of Tent: _____ Event Date: _____

Set Up and Removal Dates: _____

Company Name: _____

Company Address: _____

Contact Person: _____ Phone Number: _____

Permit Fee is \$300.00 PER TENT PER WEEK (non-refundable)

Number of Tents: _____ x \$300.00 fee per tent x _____ weeks = **Total Cost \$** _____

Tent Size(s): _____

Applicant's Signature

Brian S. Ridgway, Village Administrator

Date

Date of Approval

Do Not Write Below This Line – Office Use Only

Paid On: _____

Receipt No. _____