

Notary Public

TOWN OF HUNTINGTON HIGHWAY OFFICE

30 Rofay Dr., Huntington, NY 11743 Tele. 631-499-0444 Fax 631-499-3512

Kevin S. Orelli Superintendent of Highways

PARADES, RACES, WALK-A-THONS AND OTHER EVENTS APPLICATION AND AGREEMENT FORM

ALL REQUIRED FORMS MUST BY COMPLETED 3 WEEKS PRIOR TO EVENT.

The Town of Huntington is granting its consent to:

Hereinafter referred to as the "Organization" to conduct its activities on the streets and highways of the Town and the "Organization" requesting said consent hereby agrees that the "Organization" shall indemnify and hold harmless the Town of Huntington, its agents, volunteers, and employees in the event that any claims of personal injury or property damage is made arising out of the activity being conducted by the "Organization."

Organizations Na	ame:	Date of Even	t:	
MUST BE SIGN		ERS, IN THE PRESENCE OF		
AGREED TO A	ND UNDERSTOOD B	SY:SIGNATURE	and	PRINT
AGREED TO A	ND UNDERSTOOD B	SY:SIGNATURE	and	PRINT
DATE:				
	d represents the group ound by the terms of the	p of organization requesting this ne Agreement.	permit above describ	oed and understands
that they are bo	ound by the terms of the		permit above describ	oed and understands
that they are bo State of New Yo	ound by the terms of the	ne Agreement.	permit above descril	oed and understands
that they are bo State of New Yo	ound by the terms of the	ne Agreement.	permit above describ	oed and understands
that they are bo State of New Yo County of Suffo	ound by the terms of the	ne Agreementss, in the year	before me, th	

The Organization MUST comply with the following before a permit will be issued:

- Provide a **certificate of insurance** showing General Liability and Property Damage Insurance that is **no less than \$1,000,000 (1 Million) per occurrence and \$2,000,000 (2 Million) general aggregate.**The certificate must:
 - a) Name the Town of Huntington as additional named insured by endorsement
 - b) Provide for the Town of Huntington as Certificate Holder
 - c) Provide that the Certificate Holder be notified 30 days prior to cancellation, nonrenewal or material change of action.
 - d) In the description section, specifically reference the event or activity that is the subject of the Hold Harmless and Indemnification Agreement.
 - e) Certificate Holders Address should be: Town of Huntington, 30 Rofay Dr., Huntington, NY 11743.
- Contact the Suffolk County Police Dept., 2nd precinct, regarding closing roads and assistance with route safety. Please provide documentation setting forth their approval.
- It is the Organization's responsibility to <u>notify the residents</u> along the route at least two weeks in advance of the upcoming event. Please indicate your intended method of notification. Ex: letter, Email, traffic device, etc.
- The organization is responsible to determine the number of barricades and cones required. Please complete the barricade/cone form and attached with your application.
- If your event involves roads other than Town of Huntington, please contact the following agencies that encompass your roads. Please provide the Highway office with documentation setting forth their approval.

Suffolk County Road:

Suffolk County Department of Public Works Permit Division 335 Yaphank Ave. Yaphank, NY 11981 Office – 631-852-4100

N.Y. State Road:

Attn: Special Use Permits NYSDOT – Traffic Engineering & Safety NYS Office Bldg. Room 6A-7 250 Veterans Memorial Hwy. Hauppauge, NY 11788-5518

Mr. Tariq: 631-952-6038

Mr. Joseph: 631-420-4270

Fax - 631-952-4967

Website: www.dot.ny.gov

Email:

Mr. Melik Tariq

Melik.Tariq@dot.ny.gov

And

Mr. Wolff Joseph

Wolff.Joseph@dot.ny.gov