



## **TOWN OF HUNTINGTON HIGHWAY OFFICE**

30 Rofay Dr., Huntington, NY 11743

Tele. 631-499-0444 Fax 631-499-3512

Andre Sorrentino  
Superintendent of Highways

### **PARADES, RACES, WALK-A-THONS AND OTHER EVENTS** **INSTRUCTIONS**

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, 100 Main Street, Huntington, NY 11743** as **additional named insured by endorsement**
- b) Provide for the **Town of Huntington Highway Dept. 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 Highway Dept., 30 Rofay Dr., Huntington, NY 11743.**

- It is the Event Organizer's responsibility to **notify the residents and motorists** along the route at least **two weeks in advance** of the upcoming event. **Signs should be posted at half-mile intervals and at the end of every street that intersects with the event route.** Please see the attached statement, **indicate where your signs will be posted**, sign and return to this office along with your application.

- Each **organization is responsible for notifying the police, fire departments, schools and postal services** for emergency and operational purposes. Using the attached "Notification Statement", please include the phone numbers for the agencies and provide the name of each person that you notified of the upcoming road closure.

- **If any part of your event's route takes place on, or intersects with, a NY State roadway (e.g. 25A, Route 110 or Jericho Turnpike), you will need to contact the NY State Department of Transportation at least 4 weeks before your event (see below) and you will need to provide the Highway office with documentation setting forth their approval.**

#### **N.Y. State Roadways:**

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



## **TOWN OF HUNTINGTON HIGHWAY OFFICE**

30 Rofay Dr., Huntington, NY 11743

Tele. 631-499-0444 Fax 631-499-3512

Andre Sorrentino  
Superintendent of Highways

### **PARADES, RACES, WALK-A-THONS AND OTHER EVENTS**

#### **REQUEST FORM**

***THIS FORM MUST BE SUBMITTED TO THE HIGHWAY OFFICE AT LEAST 45 DAYS IN ADVANCE OF YOUR EVENT. ALL REQUIRED FORMS MUST BE COMPLETED 3 WEEKS PRIOR TO EVENT.***

ORGANIZATION NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ RAIN DATE (if any): \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_ ESTIMATE COMPLETION TIME: \_\_\_\_\_

ORGANIZATION CONTACT INFORMATION:

NAME: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ASSEMBLY AREA: \_\_\_\_\_

ROUTE: \_\_\_\_\_

**ATTACH GOOGLE MAP HIGHLIGHTING ROUTE**

**ATTACH A LIST OF ROADS IN THE TOWN OF HUNTINGTON THAT WILL BE TEMPORARILY CLOSED.**

**Andre Sorrentino, Superintendent of Highways**

Please send this form to address above. Upon approval of event by Superintendent, You will be required to complete the Application and Agreement form. Form can be picked up at the Highway Office weekdays before 3:30pm or downloaded on our website at [www.huntingtonny.gov/highway](http://www.huntingtonny.gov/highway). When submitting Application and Agreement Form, please attached this sheet with it.

**IMPORTANT – The Agreement form requires two authorized, notarized signatures from the group, and you are required to provide Insurance.**



## **TOWN OF HUNTINGTON HIGHWAY OFFICE**

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

Andre Sorrentino  
Superintendent of Highways

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

**ALL REQUIRED FORMS MUST BE 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."

It is further agreed to and understood that the Town of Huntington is in no way involved with the "Organization" herein, nor the activity in question, other than to have consented to permit the "Organization" named herein to specified use of the locations outlined in the permit for a limited period of time. **INITIAL.**

Organizations Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**MUST BE SIGNED BY 2 ORGANIZERS, IN THE PRESENCE OF NOTARY PUBLIC AND RETURNED IN ORDER TO RECEIVE A PERMIT.**

AGREED TO AND UNDERSTOOD BY: \_\_\_\_\_  
SIGNATURE and PRINT

AGREED TO AND UNDERSTOOD BY: \_\_\_\_\_  
SIGNATURE and PRINT

DATE: \_\_\_\_\_

**The undersigned represents the group of organization requesting this permit above described and understands that they are bound by the terms of the Agreement.**

State of New York

\_\_\_\_\_ ss

County of Suffolk

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared

\_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public



Andre Sorrentino  
Superintendent of Highways

**TOWN OF HUNTINGTON HIGHWAY OFFICE**

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

**PARADE/RUN/WALKATHON/EVENT**  
**BARRICADE REQUEST FORM**

Organization: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Name: \_\_\_\_\_

Organizer in Charge of these items: \_\_\_\_\_

Cell phone #: \_\_\_\_\_ email address: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Rain Date if any: \_\_\_\_\_

Amount of Barricades: \_\_\_\_\_

Barricade Delivery Date: *(Always Fridays before weekend events)* \_\_\_\_\_

Locations for delivery of barricades: (attach list if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*We ask the Organization for help in returning the barricades back to their delivery points.*

*Please Sign:* X \_\_\_\_\_





*Andre Sorrentino*  
Superintendent of Highways

## TOWN OF HUNTINGTON HIGHWAY OFFICE

30 Rofay Drive  
Huntington, New York 11743



*George Schwertl*  
Deputy Superintendent of Highways

### PARADES, RACES, WALK-A-THONS AND OTHER EVENTS NOTIFICATIONS

It is the Organization's responsibility to notify motorists, area residents, local Post Office, Local Fire Department/Ambulance, and the local Police Department of your upcoming road closure event **AT LEAST 2 WEEKS PRIOR TO THE EVENT**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Date when signs will be posted: \_\_\_\_\_

Locations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name Fire Department/Ambulance Contacted: \_\_\_\_\_

Name Post Office Contacted: \_\_\_\_\_

Name Police Department Contacted: \_\_\_\_\_

Event Organizer Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

\* **IMPORTANT All signs MUST be REMOVED by Organization at the conclusion of the event**