



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 BY 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. 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.

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 Highway Dept.** 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.**

- **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 **notify the residents and motorists** along the route at least **two weeks in advance** of the upcoming event. Please see attached statement, indicate your intended method of notification (Ex: Signs, letter, Email, traffic device, etc.), sign and return to this office along with your application.

- 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

Mr. Wolff Joseph

Wolff.Joseph@dot.ny.gov



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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."

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



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*Andre Sorrentino
Superintendent of Highways*

PARADE/RUN/WALKATHON/EVENT
BARRICADE REQUEST FORM

Organization: _____ **Date of Event:** _____

Event Name: _____

Organizer in Charge of these items: _____

Office 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 _____



TOWN OF HUNTINGTON HIGHWAY OFFICE

30 Rofay Drive
Huntington, New York 11743



Andre Sorrentino
Superintendent of Highways

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**