

**VILLAGE OF CHATHAM, NEW YORK
PERMIT APPLICATION FOR USE OF MUNICIPAL FACILITIES**

Please note the following information:

- Applications **MUST** be submitted to the Village of Chatham Clerk before the use shall be permitted.
- The Village of Chatham Police Department **MUST** be notified of any permit once it has been approved.
- A Certificate of Insurance indemnifying the Village of Chatham **MUST** be filed in the Village Clerk's Office prior to any use of Municipal facilities.

Today's Date _____ Date(s) for Use: Beginning _____ End _____
Facility Requested _____
Name of Organization and Individual Requesting Use _____
_____ Daytime Phone _____
Address _____

FOR A SIGN/DISPLAY PERMIT, ALSO COMPLETE THE FOLLOWING SECTION

Please note the following information:

- Village of Chatham sign regulations state that temporary signs may be erected for a period of not more than thirty (30) days in any twelve (12) month period.
- Signs shall not exceed more than four (4) square feet in area.
- Signs may not be illuminated.
- Signs must contain the name of the sponsoring organization and language stating that the sign represents the views of this organization, not the Village of Chatham.

Purpose of Sign/Display _____
Brief Description of Sign/Display (*continue on next page if necessary*) _____

Description of any additional materials (flags, flower pots, figurines, etc.) _____

FOR AN EVENT PERMIT, ALSO COMPLETE THE FOLLOWING SECTION

Type of Event (concert, farmer's market, etc.) _____
Brief Description (*continue on next page if necessary*) _____

Date of Event _____ Starting Time _____ Ending Time _____
Anticipated Number of Participants _____ Is this a rain or shine event? Yes () No ()

Name of Contact Person (Print Name)

Signature of Contact Person