

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

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 by the Village of Chatham Clerk.
- A Certificate of Insurance indemnifying the Village of Chatham **MUST** be filed in the Village Clerk's Office prior to any use of Municipal parking lot.

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