

**TOWN OF NORTH HEMPSTEAD**  
**APPLICATION FOR AN EVENT USING PUBLIC ROADS**

**Directions:**

**Print this form on your printer. Complete form in writing clearly. Answer all questions. Sign & mail the document. Application must be filed 30 days prior to the date of event. It is the responsibility of the applicant to notify all businesses and residents on the route.**

NAME OF APPLICANT: \_\_\_\_\_ Phone # \_\_\_\_\_

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

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

ADDRESS OF ORGANIZATION: \_\_\_\_\_ Phone # \_\_\_\_\_

NAME OF PERSON IN CHARGE: \_\_\_\_\_

ADDRESS OF PERSON IN CHARGE: \_\_\_\_\_

TELEPHONE NUMBER OF PERSON IN CHARGE: \_\_\_\_\_

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

DATE OF EVENT: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ TERMINATION TIME: \_\_\_\_\_ ANTICIPATED ATTENDANCE: \_\_\_\_\_

NUMBER AND TYPE OF VEHICLES (if any): \_\_\_\_\_

TIME OF ASSEMBLY (if applicable): \_\_\_\_\_ HAMLET: \_\_\_\_\_

ASSEMBLY AREA-STREET: \_\_\_\_\_ BETWEEN INTERSECTIONS

OF \_\_\_\_\_

\_\_\_\_\_

ROUTE OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Official use only**

Date Application Received: \_\_\_\_\_

Date Forwarded to Headquarters: \_\_\_\_\_ Precinct: \_\_\_\_\_

Approval / Denial: Headquarters \_\_\_\_\_ Precinct to Cover \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

LESLIE C. GROSS, TOWN CLERK \_\_\_\_\_

PO Box 3000, 200 Plandome Road, Manhasset, NY 11030 516-869-7646

**A FALSE STATEMENT WILL RESULT IN THE DENIAL OF THIS OR ANY FUTURE PERMIT APPLICATIONS**

***If barriers are required, arrangements must be made with the Highway Department Sign Shop, 285 Denton Avenue, New Hyde Park, call Telephone #294-7918. Barriers must be picked up before 3 p.m. on the Friday before the event and returned the next working day after the event between 8 a.m. & 3 p.m., in good condition or there will be a charge.***