

**PLEASE ATTACH THE FOLLOWING INFORMATION TO
THIS APPLICATION**

EVENT

A written plan for temporary parking, signage, barricades, utilities, restrooms and tents or structures to be utilized, as well as a sketch plan of the event	
Proof of adequate lighting for outdoor service areas	
Proof of all required permits and or licenses required to operate, including licenses to serve alcohol and health department for sanitary facilities permits	
Proof of Liability Insurance required with the Town of LaGrange listed as additional insured AND a minimum of \$1,000,000 (one million dollars) additional coverage	
Plans for garbage and refuse collection after the event, to include off site areas	

EMERGENCY MEDICAL SERVICES

Proof of notification to all emergency services, including Fire Department, State Police and Sheriff's Department	
Emergency Medical Services as per Fire Department recommendations	
Details for a designated evacuation route	
Detailed description of security to be provided by the sponsors	

PARKING AND TRAFFIC CONTROL

Proof of adequate parking for the event	
Detailed traffic control plan	
Who will be providing assistance with entrance, exits and parking; Local Sheriff or Private Security	

This application should be returned to the Town of LaGrange Clerk's office for review with all attached items. Please allow five (5) business days for application review.

Please leave the space below for office use

Date received _____

Received by _____