



# Office of the City Clerk

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**City Hall, 38 Hawley Street, Binghamton, NY 13901 607-772-7005**

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## **MISCELLANEOUS ACTIVITY PERMIT INFORMATION**

*Please review the following information before submitting this application*

All application must be accompanys by General Liability Insurance. The insurance certificate must state the following:

1. The City of Binghamton is listed as an additional insured on a primary non-contributing basis
2. Date and location of event
3. Minimum general liability of one million dollars (\$1,000,000)

If alcohol is going to be sold outdoors, the City may require dram shop liability insurance.

All applications must be accompanied by Worker's Compensation insurance forms. If the applicant has paid employees, then the applicant must provide proof of Worker's Compensation Insurance. This form must be completed by your Worker's Compensation carrier. If applicant does not have paid employees, the applicant may submit a Worker's Compensation Waiver.

The applicant will be responsible for compliance with Broome County Local Law Chapter 168, Article IX, requiring the use of Automatic External Defibrillators at qualifying events with attendance of 500 or more individuals. Please contact Broome County if you are unsure as to whether or not this law applies to your proposed activity.

Medic coverage, AED support and ambulances services are available from the Binghamton Fire Department for a fee. To contract for these services, please contact Fire Administration at (607) 772-7016. To find other providers who may be able to provide these services, see "Ambulance Services" in the Binghamton Yellow Pages.

All applications must be submitted thirty (30) days prior to the proposed event, or by the first day of hanging banners.

A \$10 fee must be submitted with this application. Other fees may include Electricity, Stage, Police Officers, and Barricades.

Please note that failure to comply with any of the above stated regulations may result in the denial of your application.