



**TOWN OF HUNTINGTON HIGHWAY OFFICE**

*30 Rofay Dr., Huntington, NY 11743  
Tele. 631-351-3075, ext 116 Fax 631-499-3512*

*Kevin S. Orelli  
Superintendent of Highways*

**PARADES, RACES, WALK-A-THONS AND MARCHES**  
**APPLICATION AND AGREEMENT FORM**

**ALL REQUIRED FORMS MUST BY COMPLETED 3 WEEKS PRIOR TO EVENT.**

The Town of Huntington is granting its consent to:

Hereinafter referred to as the "Organization" to conduct its activities on the streets and highways of the Town and the "Organization" requesting said consent hereby agrees that the "Organization" shall indemnify and hold harmless the Town of Huntington, its agents, volunteers, and employees in the event that any claims of personal injury or property damage is made arising out of the activity being conducted by the "Organization."

It is further agreed to and understood that the Town of Huntington is in no way involved with the "Organization" herein, nor the activity in question, other than to have consented to permit the "Organization" named herein to specified use of the locations outlined in the permit for a limited period of time. **INITIAL.**

Organizations Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**MUST BE SIGNED BY 2 ORGANIZERS, IN THE PRESENCE OF NOTARY PUBLIC AND RETURNED IN ORDER TO RECEIVE A PERMIT.**

AGREED TO AND UNDERSTOOD BY: \_\_\_\_\_  
**SIGNATURE and PRINT**

AGREED TO AND UNDERSTOOD BY: \_\_\_\_\_  
**SIGNATURE and PRINT**

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

**The undersigned represents the group of organization requesting this permit above described and understands that they are bound by the terms of the Agreement.**

**State of New York**

\_\_\_\_\_ ss

**County of Suffolk**

**On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared**

\_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual acted, executed the instrument.

\_\_\_\_\_  
**Notary Public**

**The Organization MUST comply with the following before a permit will be issued:**

- Provide a **certificate of insurance** showing General Liability and Property Damage Insurance that is **no less than \$1,000,000 (1 Million) per occurrence and \$2,000,000 (2 Million) general aggregate.**  
The certificate must:
  - a) Name the Town of Huntington as additional named insured by endorsement
  - b) Provide for the Town of Huntington as Certificate Holder
  - c) Provide that the Certificate Holder be notified 30 days prior to cancellation, nonrenewal or material change of action.
  - d) In the description section, specifically reference the event or activity that is the subject of the Hold Harmless and Indemnification Agreement.
  - e) **Certificate Holders Address should be: Town of Huntington, 30 Rofay Dr., Huntington, NY 11743.**
- **Contact the Suffolk County Police Dept., 2<sup>nd</sup> precinct, regarding closing roads and assistance with route safety. Please provide documentation setting forth their approval.**
- It is the Organization's responsibility to **notify the residents** along the route at least two weeks in advance of the upcoming event. Please indicate your intended method of notification. Ex: letter, Email, traffic device, etc.
- The organization is responsible to determine the number of barricades and cones required. Please complete the barricade/cone form and attached with your application.
- If your event involves roads other than Town of Huntington, please contact the following agencies that encompass your roads. **Please provide the Highway office with documentation setting forth their approval.**

**Suffolk County Road:**

Suffolk County Department of Public Works  
Permit Division  
335 Yaphank Ave.  
Yaphank, NY 11981  
Office – 631-852-4100

**N.Y. State Road:**

Attn: Special Use Permits  
NYSDOT – Traffic Engineering & Safety  
NYS Office Bldg. Room 6A-7  
250 Veterans Memorial Hwy.  
Hauppauge, NY 11788-5518

Mr. Tariq, 631-952-6038

Ms. George 631-952-6014

Fax – 631-952-4967

Website: [www.dot.ny.gov](http://www.dot.ny.gov)

Email:

Melik Tariq

[Melik.Tariq@dot.ny.gov](mailto:Melik.Tariq@dot.ny.gov)

And

Ms. Sini George

[sini.george@dot.ny.gov](mailto:sini.george@dot.ny.gov)