

Office of the City Clerk
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SPECIAL EVENT
PERMIT
ADDENDUM

Please submit the following along with the completed Special Events Permit application:

- 1) A layout and seating chart that conforms to CDC and New York State guidelines, indicating:
 - a) # of tables, chairs, and locations within the dining area;
 - b) Size of tables and maximum number of place settings;
 - c) Designated walking and waiting areas.
 - d) If you are requesting partial use of City street or alley, include traffic lanes in your diagram.
 - e) Include measurements for all aspects of the layout, including the distance between the closest customers at separate tables.

- 2) If you are requesting an extension of your SLA permit, identify your perimeter and security protocol.

You are responsible for conforming with the NYS Interim Guidance For Food Services During the Covid-19 Public Health Emergency:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Indoor_and_Outdoor_Food_Services_Detailed_Guidelines.pdf