



Road Race / Public Event Request Form  
 Town of Bethlehem  
 445 Delaware Ave., Delmar, NY 12054  
 (518) 439-9973 Fax: (518) 478-0349

**A \$50 permit filing fee is due with the completed application.**

Today's Date: \_\_\_/\_\_\_/\_\_\_ Event Date: \_\_\_/\_\_\_/\_\_\_

Event Held Previously? Yes  No

Type of Event: Road Race / Walk / Bicycle Race / Other Public Event (circle one)

Event Name / Distance / Location: \_\_\_\_\_

Start Time: \_\_\_:\_\_\_ am/pm - End Time: \_\_\_:\_\_\_ am/pm - Estimated # of participants \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 (Where contact can be reached during daytime hours)

Contact Address: \_\_\_\_\_ Email: \_\_\_\_\_

All Foot and Bike Races require a \$50 Permit filing fee which will be deducted from the final invoice:

Race Fee - **\$118** per hour of Town required staffing

\$118 x \_\_\_\_\_ hours = \$ \_\_\_\_\_

Road races and other public events requiring traffic and/or crowd control are subject to town approval. These events draw upon town resources and may be approved only after considering public safety, use of public resources, community interest, and impact on general public convenience. This request form assists the Bethlehem Police Department in its initial review of these questions, and state approval is also required for events involving state roads. **Requests must be submitted at least three months prior to the planned event date.**

For races/walks/bicycle or other events approved on public roadways, a fee of \$118 per hour of Town required staffing is charged. All fees are approved and billed by the Comptroller's office.

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**For Internal Use Only**

Date Received: \_\_\_/\_\_\_/\_\_\_ BPD Recommendation: \_\_\_/\_\_\_/\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Staffing Required? \_\_\_\_\_

Supervisor Action: \_\_\_/\_\_\_/\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_