



# Road Race / Public Event Request Form

## Town of Bethlehem

447 Delaware Avenue -- Delmar, NY 12054  
 (518) 439-9973 Fax: (518) 478-0349

**After completion of form, please contact the Bethlehem Police Department at 439-9973 or drop off at 447 Delaware Avenue and ask for the officer in charge of public events.**

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/Location: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: (\_\_\_\_)\_\_\_\_-\_\_\_\_  
 (where you can be reached during daytime hours)

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

Percentage of Profits Donated to Not-for-Profit Organization: \_\_\_\_\_% (optional)

Foot Race				Bike Race				
Race Fees	Route Length	Base Fee	Participants	Variable Fee	Route Length	Base Fee	Participants	Variable Fee
	2 Miles	\$700	1-99	\$0	2 Miles	\$200	1-24	\$0
	3.1 Miles (5K)	\$800	100-249	\$250	3.1 Miles (5K)	\$350	25-99	\$100
	5 Miles	\$1,200	250-499	\$500	5 Miles	\$400	100-199	\$200
	6.2 Miles (10K)	\$1,250	500-749	\$750	6.2 Miles (10K)	\$500	200-299	\$300
	10 Miles	\$2,200	750-999	\$1,000	10 Miles	\$800	300-399	\$400
	13.1 Miles	\$3,000	1,000-1,499	\$1,500	13.1 Miles	\$1,500	400-499	\$500
	26.2 Miles	\$5,500	1,500-1,999	\$2,000	26.2 Miles	\$2,900	500-599	\$600
		>2,000	As Approved			>600	As Approved	

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 is charged according to the schedule above, where applicable; all fees are approved and billed by the Comptroller's office.

**For Internal Use Only**

Date Received: \_\_\_/\_\_\_/\_\_\_

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

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

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