



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 518-439-9973 or drop off at 447 Delaware Avenue and ask for the officer in charge of public events. A \$50 permit filing fee is due at time of 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 you can be reached during daytime hours)

Contact Address: _____

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

All Foot and Bike Races - \$50 Permit Filing Fee			
	Route Length	Base Fee	Participants Variable Fee
Race Fees	2 Miles	\$650	1-99 \$0
	3.1 Miles (5K)	\$800	100-249 \$250
	5 Miles	\$1,200	250-499 \$500
	6.2 Miles (10K)	\$1,250	500-749 \$750
	10 Miles	\$2,200	750-999 \$1,000
	13.1 Miles	\$3,000	1,000-1,499 \$1,500
	26.2 Miles	\$5,500	1,500-1,999 \$2,000
	Utilization of Traffic Circle	+\$1,100	>2,000 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 ___