

MOUNT VERNON PUBLIC LIBRARY



May 29, 2024

Honorable Cathlin Gleason.
City Council President
City Hall
1 Roosevelt Square
Mount Vernon, NY 10550

FILED
CITY CLERK
MOUNT VERNON, NY
2024 JUN 11 A 10:49

Dear Council President Gleason,

I am thrilled to share information about the Mount Vernon Public Library Comic Expo, an exciting celebration of Comics, Anime, Sci-Fi, and Gaming hosted by our library. This event aims to bring elements of fandom to our residents and foster a sense of community spirit. Unlike traditional Comic Conventions that can be quite expensive, we take immense pride in offering this event to our community completely free of charge.

I am writing to request a Block Party Permit on behalf of the Mount Vernon Public Library Comic Expo for Sunday, September 22, 2024. Our proposal involves closing South First Avenue (between First and Second Streets) to vehicular traffic for the duration of the event. We specifically chose a Sunday to avoid interfering with the business operations of the Post Office, Enterprise Car Rental, and Dr. Patel's Orthodontist office.

We are pleased to share that we have received overwhelming support from the community for this endeavor, with signatures from the majority of the homeowners and businesses on the block endorsing the event.

Our primary goal is to provide our young people with an enriching comic con experience. To achieve this, we have planned a plethora of entertainment, including artist workshops, engaging speakers, thrilling gaming tournaments, and a special demonstration of Star Wars lightsaber choreography. Additionally, we have invited renowned entertainers from the comic, sci-fi, and gaming worlds to join us in making this event truly unforgettable.

One of the highlights of our Comic Expo will undoubtedly be the cosplay contest. Cosplay, where attendees dress up as characters from movies, books, or video games, particularly from manga and anime, has become a global phenomenon and is sure to captivate our attendees.

As part of our effort to promote this exceptional free event, we are seeking permission to place banners (measuring 4 ft. high by 6 ft. wide) at Hartley Park and the Gramatan Avenue Bridge over Cross County Parkway in Fleetwood.

I extend my heartfelt appreciation to the dedicated individuals who have been instrumental in making the permit application process smooth and successful. Ms. Kim Thompson from the City Clerk's office has been exceptionally helpful, providing invaluable assistance in completing the application. I also want to express my gratitude to Deputy Commissioner Theodore Beale, whose guidance ensured that we obtained the necessary permits and paperwork for our food vendors, and to Ms. Walters, the City Clerk, whose instruction was invaluable in correctly submitting this year's application.

Rest assured, we have been thoroughly educated on all the required paperwork and permits to ensure full compliance with all necessary requirements for the street closure during this fantastic event. Your support and the cooperation of these individuals have been invaluable in bringing this event to life seamlessly.

Once again, thank you to the Mount Vernon City Council for your unwavering support, and we look forward to a successful and memorable celebration.

Sincerely,



Jade Hackett
Program Coordinator
Mount Vernon Public Library

**CITY OF MOUNT VERNON, NEW YORK
BLOCK PARTY / SPECIAL EVENT
APPLICATION**
(Please attach additional sheets as necessary)

GENERAL INFORMATION

Applicant/Organization Name: Mount Vernon Public Library

Applicant/Organization Address: 28 South First Avenue Event Date: 09/22/2024

Rain Date: N/A

Start Time: 11:00 **AM** PM End Time: 6:00 AM **PM**

Identify Streets to be closed (please include cross streets).

South First Avenue between East First and East Second Streets

Is parking control being requested? Yes No
If so, please describe (please be specific):

Will Sound Amplification Equipment be used? Yes No
*Please Note: A Block permit does **not** include a "noise permit". Noise violations may result in citations issued to the event permit holder or responsible party if a violation occurs.*

If so, please describe (please be specific): We are hosting an entertainment stage with musical Performances. In addition, we will have a live DJ playing music throughout the event space.

VENDING

Will merchandise be sold? Yes No Will Food/Beverage be sold? Yes No

(Please note: other permits will be required for sale of merchandise and food, for example food vendors must provide a Health Certificate or Food Handler's Permit from the Westchester County Dept. of Health)

Please list all Vendors:

Please See Attached List

Name: _____ Daytime Phone Number: (____) _____ - _____

Address: _____

Name: _____ Daytime Phone Number: (____) _____ - _____

Address: _____

Attach additional sheets as necessary.

Please attach copies of contacts and certificates of insurance for each vendor.

Will event involve open burning? Yes No

Will event involve the use of a stage, tent or canopy? Yes No

Give details (placement, size, purpose, etc.) There will be an entertainment stage located inside the library parking lot and a riser stage (see diagram) located on the sidewalk (riser stage is for Children's entertainment). There will be 10x10 tents located at vendor stations throughout the event.

I acknowledge that the information contained in this application is true and complete to the best of my knowledge.

Applicant Name: Jade Hackett

Signature of Applicant: _____ **Date:** 05/29/2024

Name Sponsoring Organization (if applicable): Mount Vernon Public Library

Address of Applicant: 28 South First Avenue, Mount Vernon, NY 10550
(Street Address/City/Zip Code)

Applicant's Position in Organization: Community Outreach Supervisor

Applicant's Daytime Phone Number: (914) 668-1840 ext. 237

REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

In consideration of the granting of a special event permit by the City of Mount Vernon ("the City") for an event that is to occur on Sunday September 22, 2024, from 11:00 am 6:00pm at The Mount Vernon Public Library, 28 South First Avenue the undersigned, as an individual and as Program Coordinator of The Mount Vernon Public Library and The Mount Vernon Public Library (hereinafter the "Sponsors"), do hereby agree to indemnify and hold harmless the City of Mount Vernon, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees, or loss arising out of the grant of this Special Event Permit and at their sole expense and agree to bear all other costs and expenses relating thereto, and to reimburse the City for any costs incurred by the City in repairing damage due to the actions of the Sponsors and/or by the Sponsors' officers, employees or agents, or any person under the Sponsors' control. Further, the Sponsors hereby agree to defend the City, its officers, employees and agents harmless from any liability to any person or entity resulting from any damage or injury occurring in connection with the event proximately caused by the actions of the City and the Sponsors' officers, employees or agents, or any person who is under the Undersigned's control.

IN WITNESS WHEREOF, the Sponsors/Applicant(s) for the Block Party Permit
Individual Sponsor: Event is being held by an individual.
(Must be signed before a notary public or commissioner
of deeds.)

Print Name: _____
Signature: _____
Address: _____ (Street Address/City/State/Zip Code)
Daytime Phone Number: () _____ - _____
Driver's License # & Exp. Date: _____ Exp. Date: ___/___/___

Signed before me in the State of New York, County of Westchester, this day of <u>29th</u> <u>May</u> , 20 <u>24</u> by <u>[Signature]</u> Notary Public/Commissioner of Deeds <u>Deborah A. Kershaw</u> My commission Expires: <u>04/26/28</u>
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Sponsoring Organization: Event is being held by an organization.
(Must be signed before a notary public or commissioner
of deeds.)

Organization Name: <u>Mount Vernon Public Library</u>
Print Authorized Officer's Name & Title: <u>Ms. Jade Jckett Program Coordinator</u>
Signature: <u>[Signature]</u>
Address: <u>28 South First Avenue</u> (Street Address/City/State/Zip Code)
Daytime Phone Number: <u>(914) 668 - 1840 ext. 237</u>
Driver's License # & Exp. Date: _____

DEBORAH A. KERSHAW
Notary Public, State of New York
Certified in Westchester County
No. 01KE6109034
My Commission Expires April 26, 2028



CITY OF MOUNT VERNON, NEW YORK
BLOCK PARTY/ SPECIAL EVENT
ADDITIONAL GUIDELINES

Below are additional guidelines that must be adhered to when hosting a Block Party or Special Event in the City of Mount Vernon, New York. These guidelines must be agreed to, signed by the event organizer, notarized and submitted with your completed application.

1. Sidewalks are to remain open to pedestrians and proper signage must be visibly in place
2. The Police Department will determine whether a police presence is needed as well as how many officers are required. The event organizers will have to pay the salary for each officer needed, 72 hours in advance. It is up to the Police Department to determine if Auxiliary Police can be used.
3. If you are requesting to use private security, each person must have a NYS Security License and show proof of being bonded. Proof for each security guard must be submitted 72 hours before event.
4. No alcohol use is permitted on city property. City Code §191-11
5. No sale of alcohol is permitted
6. If your event is in a residential area and using vendors, the vendors must set up only on one (1) side of the street and not obstruct driveways.

[Signature]
(Event Organizer Signature)

5/29/24
(Date)

Sworn and signed before me on the 29th day of MAY, 2024

[Signature]
Notary/ Commissioner of Deeds

04/26/2028
Commission expiration date

MVPL Comic Expo 2024 Vendors

Vendor List of registered vendors as of 04/16/2024

Mz. Hulk Comics - Khaleelah Higgins-Brown
Bittersweet Stars - Ashley Hernandez
Eanna Art - Ciara Smith
Ezra's Cups & Crafts - Dayanna Garcia
AXEICE ANIME - Axiom Harris
The Circus Hotel -Light Haynes
Squiggy's Dugout
Daaliart - Debbie Ali
Br0k3n Ragdoll - Paige Robkoff
VMedia - Vandel Marchen
Manny714-Emmanuel Knight
Lima Publishing House- Tommy Sakar
Tranquil Ashes- Anita Riggs
Two L's in the Kitchen-Loren Capers
Luxe like Leah - Leah Michelle
Northern Wind Comics - Edmund Paul
Diamonds Mystical Vanity - Chantel Diamond
HARLEM games - David McNeal
Tokyo Bronx ACG - Rosa Vasquez
The Scruff Comic - Adhim DeVeaux
PM animation - Paige Monte
Mask Studios - S.P. Mask
Black Maverick Comics - Hutchinson Boyd

