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**TOWN OF HARRISON
VILLAGE OF HARRISON**
ALFRED F. SULLA, JR. MUNICIPAL BUILDING
BUILDING DEPARTMENT
1 HEINEMAN PLACE
HARRISON, NY 10528
Phone: 914-670-3050
Fax: 914-835-7491



MEMORANDUM

To: JACKIE GREER, TOWN CLERK
From: ROBERT FITZSIMMONS, BUILDING DEPT.
Date: February 14, 2014
Re: SPECIAL EVENT PERMIT BLOCK-LOT: 0521.-26 - Application #: 14-22206

THE BUILDING DEPARTMENT IS IN RECEIPT OF THE ATTACHED SPECIAL EVENT PERMIT FROM THE FOLLOWING PROPERTY OWNER AND/OR ORGANIZATION:

**ST JOSEPH'S HOSPITAL
275 NORTH ST
HARRISON, NY 10528**

THEY HAVE REQUESTED THE SPECIAL EVENT PERMIT FEE TO BE WAIVED. I AM REQUESTING TO PUT THEM ON THE NEXT AGENDA FOR APPROVAL BY THE TOWN BOARD.



**St. Vincent's Hospital
Westchester**
A Division of Saint Joseph's Medical Center

January 30, 2014

Town/Village of Harrison
Alfred F. Sulla, Jr. Municipal Building
1 Heineman Place
Harrison, NY 10528

To Whom It May Concern:

St. Vincent's Hospital Westchester 5th Annual 5k Run/Walk event is planned for Saturday May 10, 2014. We are requesting to be placed on the Town/Village Board agenda for event approval and enable us to proceed with the advertising and marketing of the event. The details of the event are as follows:

DESCRIPTION: 5K Run / Walk ~ The Marie and George Doty - St. Vincent's Hospital Spring Sprint

DATE: Saturday, May 10, 2014

RAINDATE: (none)

TIME: 8:00 A.M. Check-in

9:00 A.M. Start

11:30 A.M. Finish

LOCATION: St. Vincent's Hospital, 275 North Street, Harrison
Start and Finish

Race Course: North Street, right Park Drive S, right
Manhattan Avenue, left Park Drive S, return to hospital.

CONTACT: Meg Sutton, Director of Development,
St. Vincent's Hospital,
914 925-5411 msutton@svwsjmc.org
Dianna Barber, Chair, 914 967-3707

Updated copies of the hospital's COI, certificate of Worker's Compensation insurance and NYS Disability form will be sent shortly along with the notarized copies of the application. We are asking if the special event fee can be waived. We will be using the services of the Harrison police and would be grateful to Mayor Belmont if he would serve as the Official Starter. Please contact me at the number listed below if there are any questions or further information needed to proceed with our request. I look forward to hearing from you soon.

Sincerely,

Meg Sutton
Director of Development
914 925-5411

275 North Street, Harrison, New York 10528 • 914-967-6500
Affiliated with New York Medical College