

SPECIAL EVENT APPLICATION



Proposed Event Date: _____

EVENT CHECKLIST: ALL PAPERWORK LISTED BELOW NEEDS TO BE COMPLETED AND TURNED IN AT THE SAME TIME AND AT LEAST 45 DAYS PRIOR TO THE EVENT DATE. ALL APPLICATIONS THAT ARE NOT TURNED COMPLETE WILL BE RETURNED. NO EXCEPTIONS WILL BE MADE.

- APPLICATION WITH ACCURATE, AND DETAILED INFORMATION
- LIABILITY INSURANCE ACCORD FORM WITH COUNTY REQUIRED COVERAGE
 - If your organization or business is putting on multiple events in the calendar year, you are required to turn in one Accord form with each event application.
- WORKERS COMPENSATION OR EXEMPTION FORM CE-200
- DISABILITY INSURANCE OR EXEMPTION FORM CE-200
- PROOF OF AUTO INSURANCE
 - Applicable if any vehicle used for the event is owned by the business
- SITE MAP OF THE PLANNED EVENT OR ROUTE BEING USED

Event and Organizer Details

Name of Organization or Group Organizing the Event: _____

Name of Event: _____

Primary Contact / Secondary: _____ / _____

Mailing Address: _____

E-mail Address: _____ Office Phone Number: _____

Day-of-Event

Primary Contact Name: _____ Phone Number: _____

Secondary Contact Name: _____ Phone Number: _____

Website for Event/Organization: _____

Desired Park: _____

Lodges/ Shelters: _____

Is this event open to the general public? YES | NO

Start and End Time (incl. setup and cleanup): _____

Map / Layout

Please provide us with a map that outlines items such as the space you plan to use, the route of your walk/run/ride, and the approximate placement of tents, Port-a-Johns, inflatables, dumpsters, etc.

Please note that the Monroe County Parks Department reserves the right to restrict the use of certain areas or grounds, or placement of event equipment, which could damage park property or impact pack operations or other users.

Example maps below:



Shelters and Lodges

If your event requires the use of Shelters or Lodges (MOST DO, in order to account for parking needs) please visit www.monroecounty.gov/parks and click into our online "Parks Reservations System."

-Once you're there:

-Request a Park, then Request a Facility Type (Lodge or Shelter), then Request a Date, then Click "Make Reservation" and follow payment instructions.

-You can also visit the Monroe County Parks Department or call Derek Smith at 585-753-7275 to reserve Shelters or Lodges.

-If your event is before approximately May 1st, or after approximately October 31st, Park Shelters are not winterized and/or not maintained during this period (most lodges are still available during the winter). Shelters may therefore be unavailable for use during this off-season. However, if you still require the use of these Shelters during this off-season, special arrangements can sometimes be made to clean and prepare a Shelter for your event. Regular Shelter fees will apply.

-PLEASE NOTE: Your organization may be required to rent additional facilities (that you may not actually need/use) in order to accommodate the parking needs your event requires. See "Parking/Shuttles" section below for details.

-If you would like to rent the Highland Bowl, please contact us directly for venue-specific regulations, pricing, and availability.

Please list the Shelter(s) and/or Lodge(s) that your event is requesting to reserve, or have already reserved:

Parking/Shuttles

If your event will require additional parking beyond the spaces designated to your Shelter/Lodge/Field space, or the designated parking for other Shelters/Lodges/Field spaces that you haven't rented are not available for other potential renters, we may require that you rent these additional Shelters/Lodges/Field space/s. In some cases, you may need to organize a shuttle service, to and from a remote location, in order to accommodate all of your parking needs. ***Parking on the grass is only allowed with special permission from the Monroe County Parks Department, and is only allowed during favorable ground/weather conditions. Please plan to recruit volunteers or staff to manage parking and post signs during your event that will direct participants to the appropriate available parking areas.***

How many volunteers will be on parking duty at your event? _____

Please describe below or attach a description of your parking plan if your event requires more parking than is available at the Shelter/s and Lodge/s that you have rented _____

Food at Your Event, and Health Department Permits

If your organization or any vendors are providing food to the public (donated OR selling OR providing for free), **please consult with the Monroe County Health Department** to determine if you need to fill out a "Health Department Permit to Operate a Temporary Food Service Establishment." www2.monroecounty.gov/eh-food.php

-If so, fill out the form as completely as possible, and submit to the Monroe County Health Department, Food Protection, Room 1020, 111 Westfall Road, PO Box 92832, Rochester, NY, 14692, 585-753-5553.

-This process typically excludes pre-packaged, sealed, individually-wrapped, or single-serving items like bottled water, pop, bags of chips, granola bars, etc. The Parks Department defers to the Health Department on all food-related matters.

-You can apply to waive the associated fee by submitting the ["Health Department Fee Waiver"](#) to the Monroe County Health Dept. as well.

-Once you or your food providers obtain your Monroe County Health Department Permit, please submit, or have the Vendor submit, a copy to the Monroe County Parks Department via e-mail McParksEvents@monroecounty.gov, fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620.

- All single day sales permit fees will be added to the invoice for the event. It is up to the promoter/renter to collect the fees associated with the single day sales permit. Any payments made directly to the Parks Department by vendors will be returned to sender.

Beer & Alcohol, and Liquor Licenses

-To review the "[Monroe County Parks Alcohol Policy](#)" visit www.monroecounty.gov/parks and look in the list of "I Want To" on the left side of the page.

-If you or any vendors plan to sell, provide samples, or otherwise provide for free, alcohol at your event, you or the vendor will need to contact the New York State Liquor Authority to obtain a Liquor License, and the associated regulations and requirements.

-Please download a "Landlord Authorization Form" and a "Special Events Permit" from the State Liquor Authority's website at www.sla.ny.gov/, follow the appropriate instructions, and consult with the NYS Liquor Authority at 716-847-3035, or 716-847-3057, at least 3 weeks prior to your event.

-Once you or your vendor obtain your Liquor License, please submit a copy to the Monroe County Parks Department via e-mail McParksEvents@monroecounty.gov, fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620

Athletic Field Use

If your event will occupy the athletic fields adjacent to or near your Shelter/Lodge/Event area, or you specifically require the use of said fields, we may require you to rent those fields at \$35 per day, per field. There are many sports leagues that use the athletic fields; therefore, necessary arrangements will need to be coordinated.

The Monroe County Parks Department reserves the right to cancel/postpone use of particular fields based on conditions or use.

Please list which athletic fields your event will require (You can find park maps at www.monroecounty.gov/parks)

Trash & Recycling, and the Carry-in, Carry-out Policy

All Monroe County Parks are "[Carry In, Carry Out](#)", which means that your group/organization is responsible for the trash and recycling items generated during your event (unless otherwise noted). There are no trash cans or dumpsters available at the parks for disposal (unless otherwise noted). If you choose, you may contact local waste haulers to manage your event's waste and recycling for you.

-Who is your dumpster provider or trash-management partner? _____

-When will your dumpster(s) be dropped off and picked up for your event? (Same day is ideal. If not, there is no guarantee that general Parks users will not use your dumpsters. _____

-Where will your dumpsters be placed during your event? (Pavement and/or high, dry ground are strongly recommended).

Bathrooms & Port-a-Johns

If your event has a large number of people, the bathroom facilities at your chosen park may not accommodate your total attendance. Also if your event is before May 1st, or after October 31st, some bathroom facilities are closed during this period, and therefore may be unavailable for use during this off-season. In either of the above situations, you may be required to rent Port-a-Johns.

-Should you be required to rent Port-a-Johns, please include the following information:

-Who is your Port-a-John provider? _____

-How many Port-a-Johns will you rent for your event? _____

-When will your Port-a-Johns be dropped off and picked up? (*Same day is ideal. If not, there is no guarantee that general parks users will not use your Port-a-Johns*). _____

-Where will your Port-a-Johns be set up? (*Pavement and/or high, dry ground are strongly recommended*). _____

Recreation Activities/Equipment

There is an impact fee if you set up/rent/use any Inflatables, Rides, Bounce Houses, Dunk Booths, Rock Climbing Walls, Horse/Pony Rides, Sleigh/Wagon/Hay Rides, or any other recreation activities or equipment. The provider of this/these equipment must have compliant insurance documents on file with the Monroe County Parks Department (or submit them before your event). Once you, or the provider, obtain these documents please submit them to the Monroe County Parks Department. [See Cover Page/Information Page for specifics about insurance requirements.](#)

-Who is/are your recreation activity/ies provider/s? _____

-When will your recreation activity/ies be dropped off, set up, and taken down? (*Same day is ideal*). _____

-Where will the recreation activity/ies be set up? _____

-Please enter, in the parentheses below, the number of recreational activities of each kind you plan to have at your event. Then fill in the total fees amount in the space to the right of each type of activity.

Inflatables/ Bouncehouses x \$25 = _____

Rock Climbing Walls x \$25= _____

Sleigh/ Wagon/Hay Rides x \$25= _____

Dunk booths x \$25= _____

Horse/Pony Rides x \$25= _____

Other x \$25= _____

Traffic Management, Police Support Services, and/or Security

If your event will use roadways, cross roadways, and/or will have a significantly high attendance, and/or will have any unique risk factors, police presence from local law enforcement, from the Monroe County Sheriff's Office, or from a private security firm may be required. Please contact the relevant Town's Police and/or County Sheriff to consult with them and inform them of your event. In some cases, fees may be required for their services.

No privately owned company is permitted to be armed on County property, under County Law **§ 323-28**.

-Once you have determined the level of security required, please attach a description of your Security Plan. This plan needs to be a separate document as it will need to be additionally review by the proper law enforcement agency.

Security Company	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Primary Contact Phone	Secondary Contact Phone	
	Start & End Time for Security Staff		General Location of Security		
	Number of staff on site from company				

Additional Security Details:

Vendors & Vendor Permits

Any vendors or event organizers that will have vendors performing commercial activity (i.e. selling anything) in the park (*food, goods, or other items*) need to obtain a Single Day Sales/ Vendor Permit. Information booths do not apply. **Vendors may only sell their items with an approved Vendor Permit, in association with a specific event, for an individual day, and be selected by that event organizer to do so.** Each vendor needs to obtain this Permit.

- If your event has multiple/many vendors, the event organizer may fill in the number of permits/vendors below, and then attach a list that includes all vendors, their contact information, and their items to be sold. Please remember to include copies of any relevant Health Department Permits. You must then submit one payment to cover all Vendor Fees.
- **Payments for the permit fees are to be collected by the promoter or event organizer and will be included in the invoice for the event. Payments received directly from vendors looking for a permit for an event will be returned.**

Please enter the number of Single Day Special Sales Permits you are requesting in the box below, according to the expected attendance, and fill in the total fees amount in the space to the right.

Single Day Special Sales Permit (events up to 250 people): \$25 per vendor X # of Permits= \$ _____

Single Day Special Sales Permit (events between 251-1000 people): \$50 per vendor X # of Permits= \$ _____

Single Day Special Sales Permit (events over 1000 people): \$75 per vendor X # of Permits= \$ _____

Vendor #1	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				

Vendor #2	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				

Vendor #3	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				

Vendor #4	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				

Vendor #5	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				

Tents

In accordance with the New York State Fire Prevention and Building Code, a permit is required to erect or maintain a tent(s) and membrane structures having an area in excess of 200 square feet (~15x15) and canopies in excess of 400 square feet (~20x20). Therefore, this section of the application should be completed by any event organizers that are putting up ANY pop-up tents, tents with walls, canopies or air supported structures (tents with no walls), so that we can determine which tents need a permit from Code Enforcement, in addition to a permit from the Parks Department. In most cases, there is room and solid ground available for tents. However, tents may not be feasible in certain locations.

There is an impact fee if you set up tents larger than ~15x15 feet.

- **Pop-up Tent (~15x15 or less) \$0 impact fee for each tent**
- **Small Tents (~16x16 ft. up to ~20x20 ft.) require a \$40 impact fee for each tent**
- **Large Tents (over 20x20 ft.) require a \$100 impact fee for each tent**

The provider of the tent(s) must have the proper insurance documents on file with the Monroe County Parks Department (or submit them before your event).

- Once you, or the provider, obtain these documents please submit them to the Monroe County Parks Department.

1) Please fill in the chart below to answer the following questions:

- Who will provide your tents?
- When will the tents be dropped off, set up, and picked up again? (*Same day is required so as not to impact Lodge or Shelter renters before and after you, unless you reserve the facilities/park the day before or after*) Where will your tents be set up? (*Depending on ground conditions, the Park Staff may require alternate tent placement*).

Tent Company #1 Contact	Name of Provider				
	Address		City	State	Zip
	Set up Date and Time		Mobile Phone	Work Phone	
	Take Down Date and Time		General Location of Tents		
	General Location of tents (continued)				

2) Please enter, in the chart below, the number of tents, and the size of each, company/provider's name, and associated fees, for each size tent you plan to have at your event.

<u># of TENTS</u>	<u>TENT SIZE</u>	<u>TENT COMPANY NAME</u>	<u>ASSOCIATED FEES</u>

ADD ADDITIONAL SHEETS AS NECESSARY

Code Information Checklist: Tents - Uses and Prohibitions

Tents come in various sizes and shapes and are used for a variety of purposes. This information sheet is provided to assist tent users or property owners with the requirements set forth by the New York State Building and Fire Codes. The New York State Building and Fire Code applies to tents greater than 200 square feet in size (except cooking tents) used for private or commercial purposes such as for weddings, event registrations, funerals, temporary shelter and similar uses. Permits for tents are valid for no more than 180 days.

Site Plan – A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of

egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. Where more than one (1) tent will be erected, the site plan will designate each tent numerically to easily reference their location.

Flame-resistant treatment – Tents and/or canopies must be composed of flame-resistant material or shall be treated with an approved flame retardant in a manner that meets the requirements for flame resistance as determined in accordance with NFPA 701. The permit application must be accompanied with documentation certifying that the tent and related components such as the sidewalls, drops, canopies, floor coverings, etc. are flame-retardant. (See Exhibit A)

Combustible materials – If a tent or canopy is used for the gathering of persons for an event or meeting then hay, straw, shavings or similar combustible materials shall not be located within the tent or canopy, however, sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided they are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or canopy shall be maintained clear of all combustible materials within 20 feet. Combustible vegetation shall be removed from the area occupied by a tent or canopy and from areas within 30 feet of such structures. Combustible trash shall be removed at least once a day from the tent or canopy during the period the structure is occupied by the public.

Smoking - Smoking is not permitted in tents or under canopies. Approved “No Smoking” signs shall be conspicuously posted within the tent.

Open or exposed flame – If the tent or canopy is open to the public then open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or within 20 feet of the tent or canopy.

Cooking tents – Cooking tents may be permitted only where the public does not utilize or access the tent. Where cooking is performed, it shall be separated from other tents or canopies by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. Warming of foods or limited cooking demonstrations and similar operations that use solid, flammables, butane or other similar devices and which do not pose an ignition hazard may be approved on a case-by-case basis. **Flammable-liquid-fueled equipment shall not be used in tents or canopies. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or canopies.** LP-gas containers or similar flammable fuel containers shall be located outside the tent with safety release valves pointed away from the tent or canopy. Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and tent or canopy not less than 10 feet and LP-gas containers having a capacity of more than 500 gallons a minimum separation of not less than 25 feet is required.

Separation of generators - Generators and other internal combustion power sources shall be separated from tents or canopies by a minimum of 20 feet and isolated from contact with the public by fencing, enclosure or other approved means.

Electrical equipment - All electrical equipment, lighting, outlets, wiring, etc. shall bear a U.L. label or label from an approved testing laboratory and be installed in accordance with the National Electrical Code. Spot or effect lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected with approved noncombustible insulation not less than 9.25 inches thick.

Portable fire extinguishers - Portable fire extinguishers shall be provided and their location shall be clearly identified.

Posting of Occupant Load – The maximum occupant load shall be determined by the Code Enforcement Official and shall be posted in a conspicuous place, near the main exit or exit access doorway.

Egress and Exits – The number and size of exits shall be based on the occupant load of the tent as determined by the tents use. All paths of egress to tent exits shall be maintained clear of obstructions at all times. Where the occupant load is greater than 50, illuminated exits signs shall be clearly posted at each exit. Where the tent or canopy is used for seating, the seats, benches or chairs shall be arranged in such a manner that aisles and exit access paths are clearly defined. The means of egress shall be illuminated at all times the tent is occupied.

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (INCHES)	MINIMUM WIDTH OF EACH MEANS OF EGRESS (INCHES)
10 TO 199	2	72	36
200 TO 499	3	72	72
500 TO 999	4	96	72
1,000 TO 1,999	5	120	96
2,000 TO 2,999	6	120	96
Over 3,000	7	120	96

When the occupant load exceeds 3,000, the total width of egress (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.

Exit openings – Openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall be free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit. Curtains shall be of a color, or a color, that contrasts with the color of the tent.

Anchorage - Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the code enforcement official on request.

Note – Contact the Code Enforcement Official for all tents, canopies or membrane structures having an aggregate floor area in excess of 15,000 square feet for additional requirements.

The undersigned represents that this application for a permit as described herein will be in accordance with all ordinances of the Fire and Building Code of New York State and that any plans or specifications submitted with this application are the plans or specifications relating to this permit and no other.

A Tent Permit is valid for dates indicated above and not to exceed more than 180 days after which the tent must be removed from the property. Requests for permit extensions accompanied with written justification may be granted on a case-by-case basis. Tents composed primarily of fabric must be constructed of flame retardant or fire resistant materials. Fire extinguishers and their location in or around the tent must be inspected and approved by the Monroe County Code Enforcement Official. Cooking tents must be reviewed and approved prior to obtaining a permit. All tents must be anchored to the ground and secured to prevent collapse and/or rollover during high winds.

Insurance

All events being held in a Monroe County Park or on Monroe County property need to be properly insured with the County of Monroe, 39 West Main St., Rochester, NY 14614 being named as certificate holder on the general liability policy and an additional endorsement naming Monroe County as an additional insured entity must be provided. Amount of insurance required by the County of Monroe is one million dollars for each occurrence and three million dollars aggregate. Workers compensation and disability are also required by the County. If you or your company do not have workers comp or disability you will file for an exemption form CE-200 with New York State at www.wcb.ny.gov

More detailed information can be found on the Monroe County Website Under the “I want to” section on the left hand side of the page.

Future Dates

If you plan on having an annual event you may request future dates below. We can hold accommodations three years in advance from the current year to ensure you have the dates needed. Please reach out to our office to secure dates, it is the responsibility of you as the renter to ensure your dates have been booked.

Invoice

If the invoice needs to go to a different email than the contact person please indicate it below. Invoices will be emailed out one month prior to your event unless otherwise specified, and permits will be issued after payment has been made. Please contact us for details. Payments can be made by check, money order, cash, Visa, or MasterCard.

Rules and Regulations

The Permittee agrees to the following:

1. Must have a responsible person, over the age of 21, available onsite for the entire event, including set up and cleanup. Responsible person need to submit contact info to park office.
2. Must perform all required maintenance and clean-up of entire site during and after the event.
3. All parks are Carry-in/Carry-out, unless otherwise noted, which means you must take all trash out of the park; we do not provide dumpsters or trash cans. (Pursuant to County law § 323-23)
4. May not close any park, village, town, city, or state roads without proper permission from all relevant entities.
5. Is responsible for payment of costs related to event and any damages to area or equipment.
6. Must possess Special Use Event Permit during the event.
7. Must make no permanent markings on park grounds (i.e. spray paint, nails in trees). Only non-permanent “spray chalk”, chalk, tape, flags, or signage may be used to orient event participants. You will be charged for cleanup of permanent markings. All signs must be cleaned up and removed before vacating the park. (Pursuant to County law § 323-22 and § 323-23)
8. Balloon launches or releases are not permitted in the Monroe County Parks. (Pursuant to County law § 323-23)
9. Amplified music is only permitted in certain parks and at certain facilities.
10. No amplification of music to a volume of public nuisance and being unresponsive to park and law enforcement under County law § 323-26
11. Event will not become a nuisance to other park patrons
12. No open flames under County law § 323-21
13. Event will not break capacity on a facility at any time during the event as set by fire code and Monroe County Parks
14. The sale of food or alcohol is prohibited without the proper permitting
15. No smoking of any substance within any Monroe County Park’s lodges
16. Event will not harbor any reckless behavior that could endanger other park patrons
17. Must follow Monroe County Parks Laws as laid out in <http://ecode360.com/11765513>

Monroe County:

1. Reserves the right to issue or deny permits.
2. Reserves the right to cancel the Permit if the Permittee is in violation of the terms and conditions of the Permit.
3. Reserves the right to postpone or cancel any organized events or field usage that could do permanent damage. Park Supervisors will alert us if conditions are not safe or appropriate, and we will contact you.
4. Reserves the right to forbid any entity from renting in the future, due to breaking of any of the rules and regulations

Day of the Event

On the day of your event, please contact and check in with the onsite Park Supervisor/Staff for your park. Their phone numbers will be on your Event Permit. He/she will be able to advise you of any facility/field updates and soil/ground conditions, any special considerations, and provide any additional guidance or information to make your event run more smoothly.

I, the undersigned, as the representative of my organization, have read and agree to the terms and conditions above. I hereby submit the Special Use Event Application for final approval. The information and details that I have provided to the Monroe County Parks Department about my event are accurate to the best of my knowledge.

Signature

Date