**SITE RENTAL INFORMATION**

The City’s newest outdoor/entertainment and shopping venue, The International Plaza is available by permit to groups and individuals who wish to conduct special events and/or festivals. Availability and permission is at the discretion of the Director of Markets and the Supervisor of Markets. The Plaza is **not** available for special events on Sundays, May through mid-October.

Applicant must obtain all applicable permits, licenses (e.g., City of Rochester special events permit if needed Monroe County off-site food service permit, New York State Liquor Authority caterer and event permits, etc.)

and proof of Liability Insurance in the amount of $1,000,000 naming the City of Rochester as additionally insured.

**Note:** the City will provide one security officer; permittee must pay for additional security from our security contractor if determined necessary by the City ($25 per hour, per guard). Permittees with events over 500 attendees must also pay for services of one Rochester Police Department Officer (approximately $80 per hour). Weddings, due to the significant extra preparation, set up time, staffing and cleaning necessary, they have an additional charge of $500 on top of the fees listed below. Please note that the Plaza cannot store tables, chairs and/or other items overnight.

**Note:** the permittee will be responsible for removal of all items and materials at the conclusion of the event; the City will provide garbage and recycling receptacles and collection, and also sweeping/cleaning of event areas and restrooms pre- and post-event. $100/hr. will be charged for any additional clean-up needed after the event.

Fees below are for up to 12 hours which include: set up, clean up, and the event itself. Additional fees will be charged after 12 hours - $100/hr. for events under 500 attendees and $200/hr. for events above 500 attendees.

**SITE RENTAL FEES:**

|  |  |  |
| --- | --- | --- |
| **Attendees** | **Non-Profit Organizations** | **Other** |
| Less than 100 | $300.00  | $375.00  |
| 101-250 | $375.00  | $450.00  |
| 251-500 | $675.00 | $775.00 |
| 501-1,000 | $800.00 | $1,050.00 |

*Thank you for choosing the City of Rochester International Plaza for your special event!*

*Further questions/inquiries please contact Erika Perez at 585-428-7282 or email, Pmarket@cityofrochester.gov.*

**SITE RENTAL APPLICATION**

Applicant:

Applicant Organization/Company:

Address (Street, City, State, and Zip):

Phone Number (Primary): Phone Number (Alternate):

E-Mail Address:

Requested Date and Start/End Times of Event:

Description of Event (include any special requests):

Additional Information:

 ***Use back side if needed***

This is only an application to apply for the site rental, not a permit.
You will be contacted upon a approval to complete the permit and move forward on your event.