



# Application for Special Events

Bureau of Communications • Office of Special Events • 30 Church St., 202A • Rochester, NY 14614  
585-428-6690 • fax: 585-428-7991

It is the policy of the City of Rochester to encourage the occurrence of special events that enhance quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors, and contribute to the dynamic atmosphere of the community. It is the City's intent to offer applicants support in planning a wide variety of safe and successful events that will serve diverse audiences and will create minimal disruption to surrounding areas.<sup>1</sup>

The Office of Special Events requires completion of this application for all events taking place on public property, including but not limited to streets, sidewalks, parks, and trails.

1. Completed applications -accompanied by corresponding fees & necessary attachments- should be sent to City of Rochester, Communications Bureau, Office of Special Events, City Hall, Room 202A, 30 Church Street, Rochester, NY 14614.
2. Upon receipt, applications will be reviewed by Special Events staff and an interdepartmental team including the Rochester Police Department, Rochester Fire Department, the Department of Environmental Services, and others depending on the nature of the application.
3. Departments may reach out to the applicant directly to discuss the event, work to resolve any issues, and satisfy necessary requirements.
4. Applicants should not announce or advertise an event until granted permission to do so by the City.
5. Applicants should be aware that events may be assessed fees related to street closures, fire safety inspections, emergency planning, the rental of City equipment associated with these items, or other City service fees.
6. Once an event is approved, the Office of Special Events will issue a permit via mail or e-mail to the applicant.

**IF THIS IS THE FIRST TIME THE EVENT IS HELD, NO MATTER THE CATEGORY, YOU MUST APPLY BY MAY 1, 2019.**

Otherwise, please plan for 2020. New events take much more time to approve than recurring ones!

EVENT TYPE	APPLICATION FEE	APPLICATION DEADLINE: NO LATER THAN...	DESCRIPTION
Festival	\$200	4 months prior to the event.	A festival has one or more of the following: (1) entertainment; (2) Vendors selling food products or wares; (3) Carnival games/amusement rides; (4) Attendance doubling the estimated population in the area where the event is to be held.
Moving Athletic (Race/Walk)	\$100	2 months prior to the event	Includes races, runs, walks, or other athletic competitions that take place on streets, sidewalks, or trails. Walks will take place on sidewalks or trails unless the Police Department determines that the size of the event requires the use of streets.
Parade/Motorcade	\$100	2 months prior to the event.	A parade is a public procession or march on the street.
Block Party	\$40	See the block party application.	See the block party application.
Other	\$70	2 months prior to the event.	If the event does not fit under one of the categories above, it may be classified as "other." Staff will make the determination. Examples: Openings, Dedications, Rallies, Demonstrations, Film Shoots.

<sup>1</sup> Via City of Rochester Ordinance 2012-444, amending Section 111.54 of the City Code.

**OFFICE USE ONLY**

<b>ALL EVENTS:</b>	
Application (completed pgs 3-9)	<input type="checkbox"/>
Insurance	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Route, written (parades, moving athletic)	<input type="checkbox"/>
Route, map (parades, moving athletic)	<input type="checkbox"/>
<b>EVENTS WITH STREET CLOSURES:</b>	
Evidence of Neighborhood Support	<input type="checkbox"/>
Copy of Notification Letter	<input type="checkbox"/>
<b>EVENTS WITH ALCOHOL:</b>	
Appendix B: Alcohol Application	<input type="checkbox"/>
Copy of New York State Liquor Authority liquor license	<input type="checkbox"/>
Dram Insurance	<input type="checkbox"/>
<b>EVENTS IN CITY OR COUNTY PARK:</b>	
City or County Park Permit or Application	<input type="checkbox"/>
<b>EVENTS ON PRIVATE PROPERTY:</b>	
Property Owner's Written Permission	<input type="checkbox"/>

**FOR OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_

DES Fee Paid: \_\_\_\_\_

Insurance Certificate Received on: \_\_\_\_\_

Receipt No: \_\_\_\_\_

## **REQUIRED EVENT INFORMATION**

**You must complete all the fields below.**

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ to \_\_\_\_\_

Time of event: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Set up time: \_\_\_\_\_ AM/PM Break down time: \_\_\_\_\_ AM/PM

Purpose of Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Event website: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Has the event been held in Rochester in previous years? Yes ☐ No ☐ If yes, date last held: \_\_\_\_\_

## **EVENT TYPE**

Festival ☐ Moving Athletic Event (Race/Walk/Cycling) ☐ Parade/Motorcade ☐

Other ☐ If "other," specify: \_\_\_\_\_

## **LOCATION INFORMATION**

FOR ALL EVENTS, please check all that apply:

Street: ☐ Sidewalk: ☐ Park: ☐ Trail: ☐ Other: ☐ \_\_\_\_\_

FOR MOVING ATHLETIC EVENTS & PARADES/MOTORCADES:

Written route is attached: ☐ Map of Route is attached: ☐

Place of Assembly: \_\_\_\_\_ Time of Assembly: \_\_\_\_\_ Step-Off/Start Time: \_\_\_\_\_

Place of Disbandment: \_\_\_\_\_ Time of Disbandment: \_\_\_\_\_

## **ATTENDANCE INFORMATION**

ALL EVENTS: Estimated TOTAL Attendance (includes all attendees, participants, staff, vendors, spectators, etc): \_\_\_\_\_

FOR MOVING ATHLETIC EVENTS & PARADES/MOTORCADES: Number of participants: \_\_\_\_\_ Number of marshals: \_\_\_\_\_

FOR PARADES/MOTORCADES: Number of vehicles: \_\_\_\_\_ Number of units: \_\_\_\_\_

## **STREET CLOSURES**

The City will ultimately decide if streets are closed for special events. Also see "Street Closure" & "Notification" section in worksheet.

FESTIVALS ONLY: Detailed list of requested street closures (columns MUST inc.: date of closure, time closed, time opened for EACH DAY of event) is attached to application ☐

FESTIVALS ONLY: Has the overall number of event days changed from previous year? ☐ YES ☐ NO If yes, explain: \_\_\_\_\_

ATHLETIC EVENTS & PARADES ONLY: Detailed route listing street closures, with date of closure, time closed, and time opened is attached to application ☐

ALL EVENTS: Has the event's street closures or route *changed from the previous year*? ☐ YES ☐ NO

ALL EVENTS: Has the requested time(s) of the street closures changed from the previous year? ☐ YES ☐ NO

**EVENT ELEMENTS: Complete all items that apply to the event.**

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ELEMENT	DESCRIPTION	INFORMATION NEEDED
<b>ADMISSION/ REGISTRATION CHARGE</b>	Moving athletic events may charge for access to a closed public street, via a registration fee. Other events may only charge admission to enter a closed city street with a special waiver from the Director of Communications. Contact the Office of Special Events for details. (585) 428-6690.	Registration fee: \$ _____
<b>ALCOHOL SALE/USE</b>	If you plan to sell/consume alcohol at your event, you must read, complete, and attach Appendix B.	Appendix B, dram insurance, and endorsement page attached: <input type="checkbox"/> <b>NEW:</b> Note new REQUIREMENTS for DRAM INSURANCE
<b>AMBULANCE/MEDICAL PRESENCE</b>	Per NYS Dept. of Health, Emergency Medical Services are required for events with projected attendance of 5,000 or more. Refer to: <a href="http://www.health.ny.gov/professionals/ems/part18.htm">http://www.health.ny.gov/professionals/ems/part18.htm</a>	If your event will have 5,000 or more people, list your ambulance provider: _____
<b>AMERICANS WITH DISABILITY ACT COMPLIANCE</b>	Event planners have a responsibility to ensure that event sites are accessible and barrier-free. Refer to <a href="http://www.health.ny.gov/publications/0956/">http://www.health.ny.gov/publications/0956/</a>	Do you have an accessibility plan in place? If yes, attach plan or show on site plan. <b>NEW:</b> Will your event include an American Sign Language interpreter? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>AMPLIFIED SOUND/ PRODUCTION</b>	Amplified sound should end by 10 p.m.	The event features entertainment (live performances, DJ)? <input type="checkbox"/> Name of vendor providing the sound/production equipment: _____
<b>ANIMALS</b>	For safety and clean-up purposes, please let us know if the event will have animals.	If the event has animals, how many? _____ What kind of animals and how will they be incorporated?: _____
<b>CITY-OWNED LOTS</b>	In addition to this application, events utilizing a City-owned lot must sign a lease agreement with the City. Call Real Estate (585) 428-6951.	Contacted Real Estate for a lease agreement: <input type="checkbox"/>
<b>CITY EQUIPMENT RENTAL</b>	Barricades, barrels, show wagon, bike racks, and other City equipment are available to rent.	The event will require rental of City equipment and "City Services" form following this table is filled out: <input type="checkbox"/>
<b>FIREWORKS</b>	Only NYS-licensed pyrotechnicians are allowed. A pyrotechnics permit issued by the Rochester Fire Department is required. Call (585) 428-7037. Neighborhood notification will be required.	The event will feature fireworks; Fire Department contact has been made: <input type="checkbox"/> <b>NEW:</b> Neighborhood has been notified. Copy of letter sent is attached: <input type="checkbox"/>
<b>FIRE SAFETY FUEL, COOKING</b>	Depending on the event, a fire safety inspection or a fire safety standby detail may be required before and/or during the event. <i>Costs will be determined by the Rochester Fire Department.</i> Site plans for vendors utilizing fuel shall be provided for the Fire Department to review. <i>Event organizers are required to become familiar with the Fire Safety Details at <a href="http://www.cityofrochester.gov/eventpermit">www.cityofrochester.gov/eventpermit</a>.</i>	Please check all that apply to the event. Cooking Sources: Propane/Natural Gas <input type="checkbox"/> Solid Fuel i.e. Wood, Charcoal <input type="checkbox"/> Electric <input type="checkbox"/> Non-cooking Demonstrations Utilizing: Propane <input type="checkbox"/> Pyrotechnics <input type="checkbox"/> Open Flames <input type="checkbox"/>
<b>FOOD/ BEVERAGE VENDING</b>	All vendors at the event must have a Monroe County Dept. of Health permit. <a href="https://www2.monroecounty.gov/eh-food.php">https://www2.monroecounty.gov/eh-food.php</a>	The event will have food/beverage vending and event organizer shall ensure that all vendors will obtain a Monroe County Dept. of Health permit: <input type="checkbox"/> Please submit vendors names.
<b>FOOD TRUCKS</b>	Food trucks are allowed within the footprint of an event if they have a current City of Rochester license.	The event will have food trucks: <input type="checkbox"/> Please submit names of food truck vendors.

<b>GARBAGE AND RECYCLING</b>	<p>Applicant shall be responsible for the disposal of garbage and recyclables throughout the event. Where will you locate garbage receptacles? How will you remove garbage from the event? Will you use staff or hire a company?</p> <p>Dumpsters, garbage, and recycling totes are available to rent from the City via the Equipment Rental Form (page 8).</p>	<p>How will you dispose of garbage/recycling generated by your event? (attach a plan if necessary):</p> <hr/> <p>Garbage Company: _____</p>
<b>INSURANCE</b>  <b>Please share this exact language and samples from Appendix D with your insurance company so that they can prepare the certificate and endorsement form correctly!</b>	<p>General liability insurance in the amount of \$2,000,000, if said insurance is a "Defense within Limits" policy under which all claim expenses are included within both the applicable limit of liability and self-insured retention, or otherwise, insurance in the amount of \$1,000,000, is required for all festivals, moving athletic events (runs, walks) and other events as determined by the City. Insurance certificates must be received before a permit will be issued. Insurance certificates shall include the following:</p> <ol style="list-style-type: none"> <li>1. Name the "City of Rochester, 30 Church St, Rochester NY 14614" as additional insured.</li> <li>2. State that, in the event of cancellation or modification, the insurer shall provide the City with at least thirty (30) days written notice of such cancellation.</li> <li>3. Include the name and date of your event in the description space.</li> <li>4. Match applicant name or sponsoring organization as insured party.</li> <li>5. Attach a copy of the policy endorsement showing that the City is adequately named as an additional insured.</li> </ol> <p>Please email a copy of the insurance to the staff person coordinating your event.</p>	<p>Insurance certificate attached Yes <input type="checkbox"/></p> <p>Insurance endorsement page attached Yes <input type="checkbox"/></p>
<b>NOTIFICATION to NEIGHBORS/ BUSINESSES</b>  <b>NEW REQUIREMENTS!</b>	<p>If your event includes street closures, you will be required to follow the notification process outlined in Appendix A.</p> <p>If you are downtown, you will be additionally required to email a list provided by the city of major buildings.</p> <p>See Appendix A for details.</p>	<p>Appendix A has been read <input type="checkbox"/></p> <p>Copy of Event's Notification letter attached <input type="checkbox"/></p>
<b>PARK USAGE</b>	<p>If the event is in a City park, obtain a Parks Facility Use Permit before applying for a Special Events Permit. Download it at <a href="http://www.cityofrochester.gov/eventpermit">www.cityofrochester.gov/eventpermit</a> or call (585) 428-6770.</p> <p>If the event is in a County park (Highland, Genesee Valley Park East, Ontario Beach Park) you must obtain a parks permit from Monroe County before applying for a Special Events Permit. Download it at <a href="http://www.monroecounty.gov/parks">www.monroecounty.gov/parks</a> or call (585) 753-7281.</p>	<p>Proof of Reservation of City Park Attached <input type="checkbox"/></p> <p>Proof of Reservation of Monroe County Park Attached <input type="checkbox"/></p>
<b>PARKING</b>	<p>Events should consider locations that have sufficient parking options. When attendance is projected to be greater than nearby parking can accommodate, shuttles or other means of attendee access must be identified.</p>	<p>Where will event participants park? _____</p> <p>How many parking spaces are available at these locations? _____</p> <p>Will a shuttle from a distant parking location to the event be necessary? _____</p>

<b>PARKING METERS/PAY STATIONS</b>	If your event is on a street where there are parking meters or pay stations, you will need to pay for the parking spaces in the area.	Amount of meters to be bagged: _____ Location of meters: _____
<b>PEAK ATTENDANCE</b>	For safety reasons, the Fire and Police Departments shall be provided with estimates of peak attendance hours of your event.	Dates and hours of expected peak attendance: _____ Estimated attendance at peak: _____
<b>POWER SUPPLY</b>	All portable wiring and equipment shall be installed in accordance with Article 525 of the 2008 National Electrical Code. The use of electrical wiring, cords or cable assemblies must be UL listed, and be of the proper type and wire size. Rides and Concession stands shall be provided with a disconnect switch within 6 feet of the operators station. GFCI Protection is required on all non-locking type receptacles or where readily accessible to the general public. Egress lighting shall not be protected by a GFCI. Equipment bonding and grounding shall comply with the 2008 NEC. NOTE: Electrical permits must be obtained for the installation of privately owned service equipment or any other wiring directly connected to utility power source.	Will event require electrical power? Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes: <u>Contact Person for Electrical Questions or Electrician Associated with the event:</u> Name: _____ Phone: _____  Power source (select all that apply) Private Generator <input type="checkbox"/> Utility-provided Power Station <input type="checkbox"/> _____ Private power source <input type="checkbox"/> _____
<b>PRIVATE PROPERTY USE</b>	If the event is utilizing private property (ex: parking lots, indoor space), you must obtain a temporary certificate of zoning compliance. Complete this application AND provide written permission from the property owner/manager.	Private property owner permission attached <input type="checkbox"/>
<b>RESTROOMS</b>	Restrooms are required for outdoor events.	Number of restrooms planned: _____ Vendor: _____
<b>ROUTE</b>	<ul style="list-style-type: none"> <li>•Downtown races/walks <i>applying for the first time must use a route pre-approved by RPD (see adjacent box).</i></li> <li>•Recurring downtown races/walks will be grandfathered in.</li> <li>•Routes in parks and on-trail may be unique to your event.</li> <li>•You must submit a detailed route in BOTH map form and written form. Standard online mapping programs are preferred over handwritten maps. For written routes, use street directions, for ex: "run heads north on State Street, east on Main Street, etc."</li> </ul>	<b><u>DOWNTOWN RACE/WALK ROUTE CHOICES:</u></b> <input type="checkbox"/> Downtown 1: Frontier Field start, use of Inner Loop, back. <input type="checkbox"/> Downtown 2: Frontier Field start, High Falls, Inner Loop, back. <input type="checkbox"/> Downtown 3: Frontier Field start, use of downtown streets, back. <input type="checkbox"/> Downtown 4: Blue Cross Arena start, use of river trail, back. <b>Visit <a href="http://www.cityofrochester.gov/approvedroutes">www.cityofrochester.gov/approvedroutes</a> for maps and details.</b> <b><u>FOR ANY RACE/WALK REGARDLESS OF LOCATION, YOU MUST:</u></b> <b><u>1. ATTACH BOTH ITEMS:</u></b> Written Route <input type="checkbox"/> Map of Route <input type="checkbox"/> <b><u>2. EMAIL both to <a href="mailto:JOSEPH.ALESSI@CITYOFROCHESTER.GOV">JOSEPH.ALESSI@CITYOFROCHESTER.GOV</a></u></b> <input type="checkbox"/>
<b>SITE PLAN</b>	<b>For all events</b> on City streets, parks, lots, or on private property, a detailed site plan shall accompany the application. Site plans must label the following: <ul style="list-style-type: none"> <li>• All entrances and exits,</li> <li>• Stage,</li> <li>• Food vendors,</li> <li>• Other vendors,</li> <li>• If alcohol is served, its gated location,</li> <li>• Restrooms,</li> <li>• Power supply connections,</li> <li>• Tent locations and sizes,</li> <li>• Security guard placement, and</li> <li>• Location of barricades &amp; other City-requested equipment.</li> </ul>	Site Plan Showing Required Items Attached <input type="checkbox"/>  Dimensions are required <i>on all festival site plans!</i>  <b>*SITE PLAN MUST BE ATTACHED SHOWING LOCATION OF ALL ITEMS FOR APPLICATION TO BE CONSIDERED*</b>

<b>SECURITY PLAN</b>	<p>Festivals (and other events depending on size and/or inclusion of alcohol) require the use of professional security companies licensed by New York State. Companies must be approved by the Rochester Police Department.</p> <p><b>ALL INFO REQUIRED TO PROCESS EVENT→</b></p>	<p>Security Company Name: _____</p> <p>Lic. Type (PI or Watch Guard/Patrol Agency): _____</p> <p>NYS ID # and expiration date: _____</p> <p>Security Contact name: _____</p> <p>Number: _____</p> <p>Email address: _____</p>
<b>SECURITY DEPOSIT/ UNCONDITIONAL LINE OF CREDIT</b>	Please read Appendix C.	Appendix C has been read <input type="checkbox"/>
<b>STAGE</b>	Stages at events shall be erected and inspected by a professional rental or production company.	<p>Stage Vendor: _____</p> <p>Phone Number: _____</p> <p>Stage Size: _____</p> <p>The phone number provided should be a contact available for stage issues 24/7.</p>
<b>STREET CLOSURE</b>	<p>It is within the City's sole discretion to approve street closures for festivals or other events. Approval will be based on community support for the event and other factors concerning health, safety, and welfare. Applicants must provide documented proof of support for the event such as, but not limited to emails/letters of support from affected residents, attendees, proof of participation at or communication with neighborhood or business association meetings, and other proof of local engagement and agreement.</p>	Support for street closure/event attached <input type="checkbox"/>
<b>TENTS</b>	<p>If the event has any tent larger than 200 sq. ft., fill this section out. You will be contacted by the Roch. Fire Dept. for an on-site inspection.</p> <ul style="list-style-type: none"> <li>Also, read the <b>GENERAL FIRE SAFETY RULES FOR FESTIVALS/EVENT SITES/FOOD VEHICLES</b> at <a href="http://www.cityofrochester.gov/eventpermit">www.cityofrochester.gov/eventpermit</a></li> </ul>	<p>The event has tents larger than 200 sq. ft. <input type="checkbox"/></p> <p><b>Tent size(s):</b> _____</p> <p><b>Tent company:</b> _____</p> <p><b>Tent company contact person name, phone number, email:</b> _____</p> <p><b>RFD will contact the event applicant directly.</b></p> <p><b>An additional fee may be required for a tent permit.</b></p>
<b>TRAIL USAGE</b>	<p>You must attach proof of the following permits to this application.</p> <p>If your event is in a City park, obtain a Parks Facility Use Permit from the Dept. of Recreation &amp; Youth Services before applying for a Special Events Permit.</p> <p><a href="http://www.cityofrochester.gov/eventpermit">www.cityofrochester.gov/eventpermit</a> or call (585) 428-6770.</p> <p>If your event is in a County park (Highland, Genesee Valley Park East, Ontario Beach Park), obtain a parks permit from Monroe County.</p> <p><a href="http://www.monroecounty.gov/parks">www.monroecounty.gov/parks</a> or call (585) 753-7281.</p>	<p>City Parks Facility Use Permit Attached <input type="checkbox"/></p> <p>Monroe County Parks Permit Attached <input type="checkbox"/></p>
<b>WATER HYDRANT ACCESS</b>	Water hydrant usage requires a permit from the Water Bureau. Call the Water Bureau at (585) 428-6464.	I have contacted the Water Bureau and arranged for water hydrant access <input type="checkbox"/>
<b>WATER ACTIVITY</b>	On-water activity on the Genesee River, Lake Ontario, or Erie Canal: Call the U.S. Coast Guard (585) 342-4149.	<p>I have contacted the U.S. Coast Guard and spoken with:</p> <p>_____</p>

## CITY SERVICES

### EQUIPMENT RENTAL

- Include exact location of all equipment drop off on your site plan.
- Payment may be required at application.
- Replacement costs for equipment: metal barricades @ \$110 each, snow fencing @ \$25 per 50 foot roll.
- Additional charges may apply for use of equipment outside of city limits, and/or labor.

ITEM	QUANTITY	DROP-OFF DATE	DROP-OFF TIME	PICKUP DATE	PICKUP TIME	DROP-OFF/PICK-UP ADDRESS/LOCATION
Cardboard Trash Barrels (\$3.00/unit)						
Metal Barricades, 6ft (\$7.00 per unit)						
Snow Fencing (\$2.50 per 50ft roll)						
30 Yard Roll-off (\$152.50 rental fee, \$51.92/ton disposal fee). 2, 4, 6, & 20 yards also available!						
Toters- for trash (\$7/each)						
Toters- for recycling (\$7/each)						
Asphalt Ramp (3'x10' installed and removed: \$260 per unit)						
Show Wagon (\$450 for 6 hours + \$50 ea. additional hour in the City) \$600 outside of City						
Bicycle Racks (10), each holds 14 bikes \$8 each						
Portable Bleachers, seats 150 (\$300 for 72 hrs) ONLY ONE SET AVAILABLE						

### POLICE SUPPORT

Final determinations on the type and level of police support your event requires will be determined by the police department.

SERVICE TYPE	CHECK IF NEEDED	OTHER DETAILS
Traffic Control (for closures)		
Police Escort		
Special Attention		



## AGREEMENT

### The Applicant agrees as follows:

1. Applicant is the event's responsible person and shall be available on site for entire event.
2. Applicant shall perform all required maintenance and clean-up of entire site during and after event.
3. Applicant is responsible for payment for costs related to event and any damages to area or equipment.
4. Applicant must possess a permit and shall comply with all requirements in the Application for Special Events during the entire event.
5. Applicant is responsible for all the activities permitted hereunder which must be operated in conformity with all applicable laws and regulations including, but not limited to, all safety and health laws as may apply. Applicant shall make reasonable efforts to ensure that Event participants obey all traffic control devices and/or police commands.
6. Applicant shall be responsible for security to protect the internal operations of said activities.
7. Applicant shall not announce or advertise the event until approval to do so from the City of Rochester/Bureau of Communications.

The Special Event Permit is not transferrable.

### The City through its Director of Communications:

1. Has the sole discretion for issuing Special Events permits based on an Applicant's compliance with City Code Section 111-54.1, completion of the Application for Special Events and submission of all required documents and information and any procedures adopted by the Director.
2. May require reasonable security in the form of a letter of credit, bond or other financial instrument sufficient to protect the City, its property and operations from costs or damage resulting from the event.
3. Reserves the right to determine if, and when, streets will be closed for an event.
4. Can cancel the permit if the permittee is in violation of the terms and conditions of permit.
5. Is NOT responsible for any sums of money expended by Applicant in anticipation of the planned activity.

Applicant hereby agrees to indemnify and hold harmless the City of Rochester, its officers and employees from any and all claims of damage to persons or property that may result from the activities permitted hereunder.

State of New York

County of Monroe ss:

City of Rochester

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the true named applicant, or representative of said applicant, that the statements in said application are true, and that I have read and understand the rules and regulations.

Signature

Applicant: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Expires: \_\_\_\_\_

Commissioner of Deeds/ Notary Public



## **APPENDIX A:**

### **Notification Requirements for Events with Street Closures \*NEW REQUIREMENTS for 2019\***

IT IS THE RESPONSIBILITY OF THE APPLICANT to notify all houses, churches and businesses along the closure area of the event. The applicant should pay special attention to churches and businesses that will be open during event hours. The applicant is also responsible for seeing that business tenants and residents on upper floors or in multi-unit buildings receive the same notification and consideration as street-level tenants. Once notifications are sent, it is the responsibility of the applicant to deal directly with any issues or questions that may arise from the businesses and residents along the route.

A. **NEW\*** The notification is a **THREE STEP PROCESS:**

1. Applicant shall deliver a hard copy letter to all addresses within the closure area or along the route, *and* ¼ mile surrounding any streets that will be closed THREE MONTHS PRIOR TO THE EVENT, and
2. Applicant shall email an electronic version of the notification letter to a list of major downtown businesses, as provided by the City, with a copy to Special Event staff contact, THREE MONTHS PRIOR TO THE EVENT, and
3. Applicant shall resend the email notification to this list, with a copy to Special Events staff contact, TWO WEEKS PRIOR TO THE EVENT.

(Special Events may waive this electronic notification requirement when the event will not occur on downtown streets or impact downtown businesses.)

B. The notification shall include:

1. Name of the event
2. Type of event
3. Name of the business or organization hosting the event
4. Event Date(s)
5. Event Hours
6. For each street being closed:
  - i. Name of the street and its boundaries (i.e. "State St. from Main St. to Church St.)
  - ii. Date closed
  - iii. Time closed
  - iv. Time opened
7. Event Contact Person's Name
8. Event Contact Person's Phone
9. Event Contact Person's E-mail
10. Map of route (if the event is a run/walk/parade).

C. Depending on the event's scale, impact, or history, applicants may be required to show the City proof of hard copy notification delivery via a document listing the addresses that were notified.

The City may also require you to contact local neighborhood associations to disseminate information and discuss impacts of the event.

Failure to comply with notification requirements may result in the denial or revocation of the permit for the use of city property for the event.

## **APPENDIX B:**

### **LANDLORD AUTHORIZATION LETTER APPLICATION FOR THE SALE, DISPENSING & CONSUMPTION OF ALCOHOLIC BEVERAGES**

The City of Rochester's Director of Communications is authorized to issue a landlord authorization letter to the State Liquor Authority, the sole authority that permits the sale, dispensing and consumption of alcoholic beverages in certain parks, facilities, and public spaces. Landlord authorization letters are issued on a limited basis and only in conjunction with a permit granted for a primary activity (i.e. festival) for the use of certain facilities.

As a condition of the City of Rochester granting landlord permission, the applicant agrees to follow all applicable laws, rules, and regulations, including but not limited to the New York State Alcoholic Beverage Control Laws, and agrees to abide by the following requirements:

- A. Alcohol sales must cease one-half hour before the official closing of the event.
- B. All beer and wine will be sold, dispensed, and consumed in an enclosed area, monitored by NYS-licensed security guards that have been hired at the applicant's own expense. The security guards will monitor all beer/wine points of sale, check for proper age identification, apply wristbands to patrons, and secure entrances and exits of the beer/wine area. The Rochester Police Department must approve the type and number of security personnel for the area, based on estimated attendance, size of enclosed area, planned activities in the enclosed area.
- C. All patrons will be age 21 years and over and will be proofed and banded.
- D. Maximum cup size will be 20 oz. for beer, 8 oz. for wine.
- E. No individual will be served more than two drinks at one time.
- F. All bartenders will be paid at the applicant's expense and have proof of certification that they have been trained in the T.I.P.S. (Training for Intervention Procedures by Servers of Alcohol) or F.A.I.R. (Fundamentals of Alcoholic Intoxication Recognition) bartender certification programs; other similarly certified programs must be brought to the Director of Communications' attention for written approval at the Director's discretion.

## **APPENDIX B CONTINUED**

**Along with completion of this form, the applicant must provide the following items to the City:**

1. Submit a certificate of liquor liability insurance that:
  - a. Provides \$1,000,000 of coverage per each occurrence,
  - b. Name the City of Rochester, NY as additional insured,
  - c. Provides that such policies shall not expire, be changed or be canceled until ***thirty (30) days written notice*** has been given to the City's Corporation Counsel and the Office of Special Events. Said certificate shall contain a clause stating there are no exclusions in the insurance, coverage regarding municipally owned or leased property or municipal operations, invitees, licensees, agents or volunteers.
  - d. ***NEW: Include a copy of the policy endorsement for additional insured reflecting the same shall be provided.***
  - e. Lists the name, date, and location of the event in the comments area.
2. Submit a site plan of the event location, showing the area designated for the sale, dispensing, consumption, and containment of alcoholic beverages (applicant may denote the area on the site map required in the special event application).
3. Submit proof of T.I.P.S. or F.A.I.R. training for each server.

Submit this document along with the above required attachments at least 12 weeks prior to the event either via email to your event coordinator, or mailed to:

City of Rochester  
Bureau of Communications & Special Events  
30 Church St., Room 202A  
Rochester, New York 14614

Name of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Hours

of event: \_\_\_\_\_

Name of individual applying for temporary NYS permit: \_\_\_\_\_

Phone: \_\_\_\_\_

E- mail Address: \_\_\_\_\_ Proposed

dates and hours of sales of alcoholic beverages: \_\_\_\_\_

Perimeter Fenced or Beer Garden? In order to serve alcohol on public property, event must either have a fully fenced perimeter OR must utilize a fenced beer garden area within footprint of event.

☐ Fully fenced perimeter

OR

☐ Beer garden area

\_\_\_\_\_  
Signature of Individual Applying for NYS Temporary Permit

**Issuance of the City's letter to the NYS Liquor Authority does not guarantee issuance of the New York State Liquor Authority's temporary beer and wine permit.**

## **Appendix C: SECURITY DEPOSIT**

### **Security Deposit/Unconditional Letter of Credit Requirements for Special Events**

At the discretion of the Director of Communications, the special event permit applicant or grantee (collectively “grantee”) shall provide the City with a refundable security deposit or unconditional letter of credit in an amount determined by the Director of Communications. In making this determination, the Director of Communications may consider factors including, but not limited to, the following:

- Whether the event has taken place in prior years, and if so, the reviews or references from those municipalities or property owners where the event was held;
- Whether the grantee or the special event has a satisfactory record of performance with the City;
- Whether the grantee or the special event has any outstanding unpaid invoices or liabilities with the City, or has an unsatisfactory history of timely paying invoiced expenses;
- Whether the grantee or past organizers of the event have proven untrustworthy in dealings with the City;
- Whether alcohol will be served at the event (resulting in additional waste removal, clean-up, security, noise, and costs);
- Whether the event may put an excessive strain on City services or infrastructure;
- Whether the expected attendance at the event will have an impact on neighbors, use of the right-of-way, traffic, noise levels, refuse collection, or other area impacts;
- Whether the permit applicant or grantee can demonstrate a sufficient financial ability to pay its pre and post-event costs; or
- Any other relevant considerations in making this determination.

In determining the amount of the security deposit or unconditional letter of credit, the Director of Communications may consider factors including, but not limited to, the following:

- The anticipated attendance at the event;
- The estimated pre and post-event fees, including but not limited to: Rochester Police Department security costs, Rochester Fire Department fees, City clean-up costs and refuse removal;
- The location and physical characteristics of City property where the event is held (e.g. proximity to schools, residential areas, paved areas, grass, water, etc.); or
- Any possible added City costs as a result of the event.

In the event that the Director of Communications requires a security deposit or unconditional letter of credit, such deposit or letter must be delivered to the City of Rochester before the permit will be issued.

The security deposit or unconditional letter of credit will be returned to the grantee once all of the expenses incurred by the event and due to the City are satisfied. If the invoiced costs are not timely paid, the City will apply the security deposit or unconditional letter of credit to the fees and return the remaining balance, if any, to the grantee.

## Appendix D: INSURANCE EXAMPLES

### Examples of Acceptable Insurance Certificates and Endorsement Pages



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/16/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Agency's Name Agency's Street Address City State and Zip Code		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE INSURER A : THE INSURANCE CO INSURER B : NEW YORK STATE INSURANCE FUND INSURER C : INSURER D : INSURER E : INSURER F :	
<b>INSURED</b>  Insured's Name Insured's Street Address City State Zip Code		NAIC # 12866	

#### COVERAGES

#### CERTIFICATE NUMBER:

#### REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		05/23/2017	05/23/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A			12/31/2016	12/31/2017

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

HAY RIDES 12/2/2017

CERTIFICATE HOLDER IS ADDITIONAL INSURED

CANCELLATION: 30 DAYS WRITTEN NOTICE TO CERTIFICATE HOLDER

#### CERTIFICATE HOLDER

#### CANCELLATION

THE CITY OF ROCHESTER 30 CHURCH ST ROCHESTER, NY 14625	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Must Have Representative's Signature
--	---

## **Sample of Additional Insured Endorsement Where City of Rochester is Specifically Named**

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
ISSUE DATE:

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

### **ADDITIONAL INSURED—DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### **SCHEDULE**

**Name of person or organization:**

**THE CITY OF ROCHESTER**

**30 CHURCH STREET  
ROCHESTER**

**NY 14614**

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your acts or omissions.



## GENERAL FIRE SAFETY RULES FOR FESTIVALS/EVENT SITES/FOOD VEHICLES

1. Proof of inspection of all booths, tents, propane tanks, portable generators, charcoal grills, electrical appliances, fire extinguishers and any other festival structure or equipment.
2. Placement and inspection of booths, tents, and other structures to ensure:
  - a. Access for emergency vehicles NYSFC 503.1.1 & 2403.8.1
  - b. Access to fire hydrants NYSFC 912.3
  - c. Unobstructed public ways at all times NYSFC 2403.12.8
  - d. Means of egress from booth, tents, and other festival/event structures NYSFC 1003.6
  - e. Fire extinguishers with at least a 2A:20-B:C rating (6L K for grease and/or solid fuel) with current inspection tag. NYSFC 906.3, 901.6.1, NFPA 10-07 & NFPA 96-08
  - f. Proper clearances between cooking appliances and the public and a public way
  - g. Vendors and their employees are familiar with festival site rules.
  - h. Cooking vendors have attended a Rochester Fire Department safety class.
3. Whenever Permitted Tents, Commercial Generators, Propane or solid fuel are to be used at an event, a Fire Safety, City or County inspection may require a safety inspection and may be required to be on site during the entire length of the event. NYSFC 2404.20 If any of this time falls outside of regular working hours there shall be a minimum 4 hour overtime charge, as provided under 54-12(f) of the Municipal Code, for the services of the Fire Safety Inspector.

**ALL OTHER OPERATIONS SHALL BE CONDUCTED IN A SAFE MANNER WHICH IS CONSISTENT WITH NATIONALLY RECOGNIZED GOOD PRACTICES.**

**ALL VENDORS SHOULD BE AWARE THAT THE FIRE MARSHAL WILL INSPECT THE SITE PRIOR TO THE OPENING OF THE FESTIVAL/EVENT AND THAT ALL OF THE ITEMS CONTAINED HEREIN ARE THE RESPONSIBILITY OF THE VENDOR AND MUST BE IN PLACE OR THE VENDOR WILL NOT BE ALLOWED TO OPEN FOR BUSINESS. IF DURING THE COURSE OF THE EVENT AN ONSITE INSPECTION DETERMINES THAT THERE IS A VIOLATION OF ANY OF THESE CONDITIONS, THE VENDOR'S BUSINESS SHALL BE CLOSED UNTIL SUCH TIME AS THE PROPER CORRECTIVE MEASURES HAVE BEEN TAKEN AND INSPECTED BY THE FIRE MARSHAL OR DESIGNEE.**



## **TENTS/BOOTHS (TENTS, CANOPIES AND MEMBRANE STRUCTURES)**

1. All tents and flap material shall be manufactured from inherently flame resistant material. A certificate from the manufacturer will be required if a label certifying flame resistance is not permanently attached to the tent or flap material. NYSFC 2403.7.1 (inspection), 2404.2 (treatment), 2404.3 (label), 2404.4 (certification)
2. All vendor's booths, tents, propane tanks, portable generators, charcoal grills, electrical equipment, appliances, fire extinguishers or any other festival structures or equipment shall be subject to inspection by the Fire Marshal's office prior to the start of or anytime during the event. NYSFC 2404.12 (tents), 3808.2 (LPG)
3. Booths shall be placed to allow access to fire hydrants for fire department vehicles, and provide for unobstructed ways of travel at all times to permit free escape from any point of danger in case of fire. NYSFC 912.3 (hydrant), 503.1.1 & 2403.8.1 (access)
4. Extinguishers shall be located in an area that is conspicuous and easily accessible for use. All employees working in the booth or tent shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past twelve months OR a receipt of purchase within the last 12 months shall be available for inspection. NYSFC 901.6, 906.1, 906.5, 904.11.5 (cooking), 2404.12 (all tents), 2404.15.5 ("K"), 3808.2 (LPG), NFPA 10-07 & NFPA 96-08
  - a. Cooking booths or any booth using a liquid or gas fuel source shall have a minimum 2A:20-B:C fire extinguisher in booth accessible in open ready for quick use.
  - b. Cooking booths using a solid fuel source shall have a minimum 6L Class K for solid fuel fire extinguisher within 30 feet and in booth.
  - c. Cooking booths that have a deep fat fryer shall have a "K" rated fire extinguisher within 30 feet in booth
  - d. In all cooking booths it is recommended that there be a 2A:20-B:C and a "K" located within the booth and no more than 30 feet reach.
  - e. Any place with a posted occupancy over 50 persons shall have a 2A:20-B:C **within 75 feet** from all areas.
5. Cooking appliances shall be isolated from the public by at least five feet or a suitable barrier placed between the cooking device and the public. Cooking appliances shall be installed per the manufacturer instructions. Non- U.L. listed appliances shall have clearances of not less than 36 inches at the back and sides and 48 inches in the front.
6. Exit signs shall be posted where occupancy is 50 or more. Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. NYSFC 2403.12.6
7. Means of egress illumination. Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power. NYSFC 2403.12.7
8. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted. NSFC 2404.6
9. **No open flame cooking under tent** and 20' from any other tent. NYSFC 2404.7, 2404.15.5, 2404.15.6

## **PROPANE (LP GAS)**

1. Propane tanks shall be placed a minimum of 5 feet from sources of ignition, outside of tents or other structures and must be secured to an immovable object with chain or ratcheting tie downs (no bungee cords) to prevent tanks from being tipped or knocked over. Suitable fencing shall be placed around propane tanks. Propane tanks on grassy areas shall be chained or securely attached to stakes driven into the ground. Propane tanks located on pavement shall be securely attached to an immovable object. NYSFC T-3804.3 (d), 2404.16.1, 2404.16.2, 2404.16.3
2. LP hose shall be designed for a working pressure of 350 psig (2.4 MPa), shall be continuously marked with "LP-GAS, PROPANE, 350 PSI WORKING PRESSURE" and with the manufacturer's name or trademark. NYSFC 3803.1 & NFPA 58 - 5.9.6.4 (a)
3. Propane tanks, hoses and fittings shall be free from leaks and are subject to inspection by the Fire Marshal's Office.
4. Only rubber hose stamped "Approved for LP Gas" or rigid black pipe shall be used to transport gas from tanks to appliances. Copper piping shall NOT be used. Rubber hose shall be kept off the ground and be protected from physical damage. NYSFC 2404.16.1 First connection from regulator at tank shall be flexible rubber type.
5. No Smoking" signs shall be posted when required by the code enforcement official. NYSFC 3807.2
6. LP-gas shall **not** be used for the purpose of operating devices or equipment unless such device or equipment is approved for use with LP-gas. NYSFC 3805.1

## **CHARCOAL /WOOD (solid fuel) COOKING**

1. Charcoal appliances shall be placed a safe distance away, in an open area outside of tent or structure. NYSFC 2404.7
2. Charcoal appliances shall be installed on noncombustible surface, be properly supported and protected.
3. Only approved charcoal lighter fluid shall be used to start the fire, and once the fire is ignited lighter fluid shall be removed from the booth and stored properly. (50 feet) NYSFC 2404.17.2 *Charcoal chimneys that do not require starter fluid for starting an appliance are recommended and accepted.*
4. Shall have a Class "K" fire extinguisher for solid fuel with current inspection tag. NYSFC 904.11.5.1, 901.6.1, NFPA 96-08

## **GENERATORS & ELECTRICAL CORDS**

### **All Generators**

1. Must be U.L listed with tags on unit, located on the ground and isolated from any vehicle or structure.
2. Distribution boxes must be commercial type with ratings label, proper cables between distribution boxes and generator and all unmodified. NEC
3. All commercial generators must be grounded with a 6ga copper wire terminated to an 8' copper rod driven into earth. Alternatives to this grounding must be approved by a licensed electrician and Rochester Fire Safety. Small portable generators must only be located on earth unless grounding need is determined by Code official. NEC
4. All connections must be ground fault protected.
5. Once started, portable generators shall be capable of running continuously, without refueling, for the entire length of the event as long as the event is open to the public. Refueling a hot portable generator, or the storage of fuel on site, shall not be permitted. Exception – Fire Marshal present at generator and approves.
6. Assure excess fuel is properly stored (50' + distance) NYSFC 2404.17.2
7. Each portable generator shall be inspected and approved by the Fire Marshal or his designee before it may be started and used.
8. An approved fire extinguisher with a minimum rating of 2A:20-B:C, shall be kept close to the generator. The approved fire extinguisher must have been commercially serviced within the past twelve (12) months. Proof of inspection shall be provided. NYSFC 3808.2
9. All generators shall be located away from the public and public pathways with a barrier installed around every generator so as to prevent persons from tampering with electrical cords, and prevent persons from coming in contact with hot equipment. Fire Department access must be maintained. NYSFC 2404.19
10. Whenever commercial generators are to be used at an event, a Fire Inspector or City Electrical Inspector shall perform a safety inspection and may be required to be on site during the entire length of the event. NYSFC 2404.20 If any of this time falls outside of regular working hours there shall be a minimum 4 hour overtime charge, as provided under 54-12(f) of the Municipal Code, for the services of the Fire Inspector.

### **Electrical / Extension Cords**

1. Extension cords shall be plugged directly into an approved receptacle except for approved multi plug extension cords and shall serve only one portable appliance. No "pigtailed", splicing or "daisy chaining. NYSFC 605.5.1

2. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. *(Never can a small cord supply a larger)* NYSFC 605.5.2
3. Extension cords shall be maintained in good condition without splices, deterioration or damage. NYSFC 605.5.3
4. Extension cords shall be grounded when serving grounded portable appliances. NYSFC 605.5.4
5. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes. NYSFC 605.6
6. Power cords shall be protected from physical damage and from becoming a tripping hazard. Where this may occur, power cords shall be installed overhead and/or run through a PVC conduit or commercial wire chase. Use of carpets, tape or equivalent is prohibited.
7. Electric receptacles shall be ground fault protected.
8. All connections shall be of weather tight protection from rain and water.
9. All electrical cords shall be U.L. listed electrical cords rated for outdoors use. NO HOUSEHOLD OR NON-WEATHER TIGHT POWER CORDS OR ELECTRICAL OUTLETS WILL BE PERMITTED. All electrical wiring and devices shall be in compliance with the National Electrical Code

**Power Cord Chart**

Maximum Load	Maximum Length	Minimum Gauge
20 amps	100 ft	12 AWG
30 amps	50 ft	10 AWG
>30 amps	See site Promoter, site electrician and/or Fire Marshal	

## **Mobile Food Vehicles**

### **Requirements for Food Trucks and Trailers:**

1. All vendors and their employees shall attend the Rochester Fire Department's safety class. All employees must wear their city ID tag while working. (Note: ID tags are renewed annually; the RFD Safety Class must be renewed every three years.)
2. All trucks and enclosed trailers that produce grease laden vapors must have a Type 1 hood. NYSFC 609.2
3. Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. All employees working in the vehicle shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past twelve months OR a receipt of purchase within the last 12 months shall be available for inspection. NYSFC 901.6, 906.1, 906.5, 904.11.5 (cooking), 2404.15.5 ("K"), 3808.2 (LPG), NFPA 10-07 & NFPA 96-08
  - a. Vehicles using a liquid or gas fuel source shall have a minimum 2A:20-B:C fire extinguisher. Vehicles using a solid fuel source shall have a minimum of a 6L Class K fire extinguisher for solid fuel.
  - b. Vehicles that have a deep fat fryer shall have a 6L Class "K" rated fire extinguisher. NYSFC 904.11.5.2
  - c. In all vehicles it is recommended that there be a 2A:20-B:C and a 6L Class "K" type located within or attached to the vehicle and near means of egress. NYSFC 904.11.5
4. Vehicles shall have a current RFD inspection tag.
5. Only rubber hose stamped "Approved for LP Gas" used from tank to the attached black pipe that is secured to vehicle shall be used to transport gas through vehicle to appliances. Copper piping shall NOT be used. NYSFC 3803.1, NFPA 58 – 5.9.6.4 (a)
6. LPG pressure relief valves shall be located within a safe distance away from any ignition source (open flame or generator). 3804.3 (e2) (ie. 5 feet)
7. The main system shutoff valves located on or closest to the fuel tanks and sufficient to stop the supply of fuel from all fuel tanks must be clearly marked with the words "PROPANE SHUTOFF VALVE or NATURAL GAS SHUTOFF VALVE" permanently affixed to the outside of the vehicle in reflective decal material with letters 2" high at minimum.

8. A “No Smoking” sign next to or directly above the propane container and visible to the public. Such sign shall be posted with a minimum of **2 inch** lettering. NYSFC 310.3, 3807.2
9. Shall be equipped with a working carbon monoxide detector that meets standards set forth in NFPA 1192-6.4.6. **and** equipped with an **LPG (propane)** leak indicator according to NFPA 1192-6.4.8.
10. Rear mounted DOT approved LP tanks must be mounted at a minimum height of 46 inches above the ground with DOT approved rear bumper.

*ALTERNATIVE: A maximum of two 30 gallon tanks built to ASME code and DOT standards for mounting under carriage to rails and side wall venting. If under carriage type is used, plans for such must be submitted and review by a City of Rochester Fire Department inspector for approval.*

11. As of January 01, 2015, all vehicles producing grease laden vapors shall have a fire suppression system installed with the Type 1 hood. NYSFC 609.3
12. As of January 01, 2015, all hood fire suppression systems shall be inspected by a servicing company every 6 months and properly tagged to indicate such. NYSFC 904.11
13. Refer to the “Mobile Food Vehicle Fire Safety Specifications, Regulations and Practices” handout from the required safety class for any additional regulations.
14. Refer to other sections of this document as applicable.

**ALL OTHER OPERATIONS SHALL BE CONDUCTED IN A SAFE MANNER WHICH IS CONSISTENT WITH NATIONALLY RECOGNIZED GOOD PRACTICES.**

**ALL VENDORS SHOULD BE AWARE THAT THE FIRE MARSHAL WILL INSPECT THE SITE PRIOR TO THE OPENING OF THE FESTIVAL/EVENT AND THAT ALL OF THE ITEMS CONTAINED HEREIN ARE THE RESPONSIBILITY OF THE VENDOR AND MUST BE IN PLACE OR THE VENDOR WILL NOT BE ALLOWED TO OPEN FOR BUSINESS. IF DURING THE COURSE OF THE EVENT AN ONSITE INSPECTION DETERMINES THAT THERE IS A VIOLATION OF ANY OF THESE CONDITIONS, THE VENDOR’S BUSINESS SHALL BE CLOSED UNTIL SUCH TIME AS THE PROPER CORRECTIVE MEASURES HAVE BEEN TAKEN AND INSPECTED BY THE FIRE MARSHAL OR DESIGNEE.**

VISIT: **[www.cityofrochester.gov/eventpermit](http://www.cityofrochester.gov/eventpermit)**

LIKE: **[www.facebook.com/cityofrochesterny](http://www.facebook.com/cityofrochesterny)**

FOLLOW: **[www.twitter.com/cityrochesterny](http://www.twitter.com/cityrochesterny)**

WATCH: **[www.youtube.com/cityofrochesterny](http://www.youtube.com/cityofrochesterny)**