



Application for Use of City Hall Atrium

Bureau of Communications • Office of Special Events • 30 Church St., 202A • Rochester, NY 14614-1287
585-428-6690 • fax: 585-428-7991

Call 428-6691 to check availability of the City Hall atrium PRIOR to completing this application. The atrium is available for photography only on Saturdays between the hours of 10am – 6pm. No other events are permitted unless city sponsored.

This application must be received no later than **FOUR WEEKS** prior to event. See **Rules and Regulations** on reverse. The application review process begins when the Bureau of Communications has received a completed application and \$40 application processing fee.

REQUESTS ARE NOT CONFIRMED UNTIL A PERMIT HAS BEEN ISSUED BY THIS OFFICE.

Name of Event: _____ **Date of Event:** _____

Purpose of Event: _____ **Time of Event:** _____ am/pm to _____ am/pm

Setup Date: _____ **Setup Time:** _____ am/pm **Takedown Date:** _____ **Takedown:** _____ am/pm

Name of Sponsor Organization↑ _____ **Address-City-State-Zip**↑ _____ **Phone**↑ _____

Responsible Person↑ _____ **Address-City-State-Zip**↑ _____ **Phone**↑ _____

Email Address↑ _____ **Anticipated Attendance**↑ _____

Activities Planned: (check all that apply)

Photography Session (use of space only) _____ Catered Reception _____ News Conference _____

Other (Please specify) _____

Type of Food / Beverages to be served: _____

Time Caterer will arrive: _____

Set Up Requirements:

Wooden Podium PA System _____ (Does not include sound system)

Number of Six-Foot Tables (max. 8): _____ Where? _____

Number of Chairs (max 30) : _____ *Around Perimeter* ____ *Theatre Style* _____

Other (please specify): _____

(Attach sketch of layout if extensive setup is requested)

Clean-Up: Applicant is responsible for leaving area clean and orderly after use.

FEES: (ALL FEES ARE NON-REFUNDABLE)

A \$40 processing fee is required for a City Hall Atrium Communications permit.

A Security Guard fee will be assessed for events which are planned outside regular business hours (9 am - 5 pm). The Security Guard fee for wedding photography sessions is \$90 and is due with application.

A Building Services fee may also be assessed.

Checks are payable to “City Treasurer, Rochester, NY.”

(Charges are dependent upon anticipated attendance and scope of event).

OFFICE USE ONLY:

Fees paid & amount:

Application \$ _____ Security \$ _____ Building Services \$ _____

Date Application Received: _____

Receipt Number: _____

Insurance Certificate Received: _____

RULES AND REGULATIONS

*Once this application has been approved by appropriate departments, a Permit will be issued.
The Permit is not transferrable.*

The Permittee:

1. Must have a responsible person available on site for entire event.
2. Must perform all clean-up of atrium during and after event.
3. Must respect city property and not touch or move portraits, fixtures, or displays.
4. Must not affix anything to the walls or columns.
5. Is responsible for payment for any damages to area or equipment.
6. Must possess permit during event.
7. Must not advertise the event until a Permit from the City of Rochester/Bureau of Communications is received.
8. Is aware of the Americans with Disabilities Act Regulations.

The City:

1. Reserves the right to determine to whom permits are issued.
2. Can cancel the permit if the permittee is in violation of the terms and conditions of permit.
3. Is NOT responsible for any sums of money expended by permittee in anticipation of the planned activity.
4. Does not supply tablecloths, utensils, sound systems (except the wooden pa podium), extension cords, or fans.

Permittee 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. The permittee shall, if requested, furnish Corporate surety or proof of insurance for such indemnity and in such amount as may be deemed requisite.

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 of
Applicant: _____

Subscribed and sworn to before me this _____ day of _____, 20____

Commissioner of Deeds/ Notary Public Expires: _____