



### 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.

