



# 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>

**IF THIS IS A FIRST TIME EVENT, REGARDLESS OF CATEGORY, YOU MUST APPLY BY MAY 1, 2020.**

Otherwise, please plan for 2021. New events take considerably more time to process than recurring ones do. After reviewing the application, the City reserves the right to make the final determination on event type.

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	3 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.

**NEW IN 2020**

- Notification requirements have changed for events with street closures. You must notify the area multiple times. See Appendix A.
- Athletic events (runs/walks/bike rides) have new guidelines. Late applications and/or applications that are missing routes or timing details will be subject to an additional application fee. See Appendix E.

<b>FOR OFFICE USE ONLY</b>		Date Application Received: _____
Application Fee Paid: _____	DES Fee Paid: _____	Insurance Certificate Received on: _____

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

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.

**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 Event Elements.

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 and times of closure, is attached to this 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

Street Closed	From Street	To Street	Time Closed	Time Opened
Ex: Elm St.	Clinton	Chestnut	8:00 a.m.	1:00 p.m.

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

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	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>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. See <a href="http://www.health.ny.gov/publications/0956/Would_you_like_advice_on_making_your_event_as_accessible_as_possible?">http://www.health.ny.gov/publications/0956/Would you like advice on making your event as accessible as possible?</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.	Does the event feature amplified entertainment (live performances, DJ)? <input type="checkbox"/> Sound/production vendor: _____
<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.

<p><b>GARBAGE AND RECYCLING</b></p>	<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? 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> <p>Garbage Company: _____</p>
<p><b>INSURANCE</b></p> <p><b>Please share this exact language with your insurance company so that they can prepare the certificate and endorsement form correctly!</b></p>	<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. <b>Attach a copy of the policy endorsement showing that the City is adequately named as an additional insured.*</b></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> <p>*see Appendix D for examples of what these documents should look like</p>
<p><b>NOTIFICATION to NEIGHBORS/ BUSINESSES</b></p> <p><b>*NEW- email requirement! See Appendix A!</b></p>	<p>The applicant is required to notify all residents, RGRTA (bus company), businesses, places of worship and schools that are impacted by street closures and/or activities related to the event. Notification boundaries are typically ¼ mile surrounding the event or route. Refer to Appendix A for additional details.</p>	<p>Appendix A has been read <input type="checkbox"/></p> <p>Copy of Notification letter attached <input type="checkbox"/></p> <p><b>I am aware of the NEW requirement of notification by email <input type="checkbox"/></b></p> <p>List of neighbors/business notified attached <input type="checkbox"/></p>
<p><b>PARK USAGE</b></p>	<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>
<p><b>PARKING</b></p>	<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>	<p>All portable wiring and equipment shall be installed in accordance with Article 525 of the 2008 National Electrical Code.</p> <p>The use of electrical wiring, cords or cable assemblies must be UL listed, and be of the proper type and wire size.</p> <p>Rides and Concession stands shall be provided with a disconnect switch within 6 feet of the operators station.</p> <p>GFCI Protection is required on all non-locking type receptacles or where readily accessible to the general public.</p> <p>Egress lighting shall not be protected by a GFCI.</p> <p>Equipment bonding and grounding shall comply with the 2008 NEC.</p> <p>NOTE: Electrical permits must be obtained for the installation of privately owned service equipment or any other wiring directly connected to utility power source.</p>	<p>Will event require electrical power? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes: <u>Contact Person for Electrical Questions or Electrician Associated with the event:</u></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Power source (select all that apply)</p> <p>Private Generator <input type="checkbox"/></p> <p>Utility-provided Power Station <input type="checkbox"/></p> <p>Private power source <input type="checkbox"/></p>
<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>REST ROOMS</b>	Restrooms are required for outdoor events.	Number of restrooms planned: _____ Vendor: _____
<b>ROUTE FOR RUNS/WALKS/BIKE RACES</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>	<p><b><i>DOWNTOWN RACE/WALK ROUTE CHOICES:</i></b></p> <p><input type="checkbox"/> Downtown 1: Frontier Field start, use of Inner Loop, back.</p> <p><input type="checkbox"/> Downtown 2: Frontier Field start, High Falls, Inner Loop, back.</p> <p><input type="checkbox"/> Downtown 3: Frontier Field start, use of downtown streets, back.</p> <p>Visit <a href="http://www.cityofrochester.gov/approvedroutes">www.cityofrochester.gov/approvedroutes</a> for maps and details.</p> <p><b><i>FOR ANY RACE/WALK REGARDLESS OF LOCATION, YOU MUST:</i></b></p> <p><b><i>1. ATTACH BOTH ITEMS:</i></b></p> <p>Written Route <input type="checkbox"/> Map of Route <input type="checkbox"/></p> <p><b><i>2. EMAIL both to <a href="mailto:JOSEPH.ALESSI@CITYOFROCHESTER.GOV">JOSEPH.ALESSI@CITYOFROCHESTER.GOV</a></i></b> <input type="checkbox"/></p>
<b>SITE PLAN</b>	<p><b>For all events</b> on City streets, parks, lots, or on private property, a detailed site plan shall accompany the application.</p> <p>Site plans must label the following:</p> <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>	<p>Site Plan Showing Required Items Attached <input type="checkbox"/></p> <p>Dimensions are required on all festival site plans!</p> <p><b>*SITE PLAN MUST BE ATTACHED SHOWING LOCATION OF ALL ITEMS FOR APPLICATION TO BE CONSIDERED*</b></p>

<b>SECURITY PLAN</b>	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. <b>ALL INFO REQUIRED TO PROCESS EVENT→</b>	Security Company Name: _____ Lic. Type (PI or Watch Guard/Patrol Agency): _____ NYS ID # and expiration date: _____ Security Contact name: _____ Number: _____ Email address: _____
<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.	Stage Vendor: _____ Phone Number: _____ Stage Size: _____ The phone number provided should be a contact available for stage issues 24/7.
<b>STREET CLOSURE</b>	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.	Support for street closure/event attached <input type="checkbox"/>
<b>TENTS</b>	If the event has any tent larger than 200 sq. ft., fill this section out. You will be contacted by the Rochester Fire Dept. for an on-site inspection.  • 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>	The event has tents larger than 200 sq. ft. <input type="checkbox"/> <b>Tent size(s):</b> _____ <b>Tent company:</b> _____ <b>Tent company contact person name, phone number, email:</b> _____ <b>RFD will contact the event applicant directly.</b>
<b>TRAIL USAGE</b>	You must attach proof of the following permits to this application.  If your event is in a City park, obtain a Parks Facility Use Permit from the Dept. of Recreation & Youth Services before applying for a Special Events Permit. <a href="http://www.cityofrochester.gov/eventpermit">www.cityofrochester.gov/eventpermit</a> or call (585) 428-6770.  If your event is in a County park (Highland, Genesee Valley Park East, Ontario Beach Park), obtain a parks permit from Monroe County. <a href="http://www.monroecounty.gov/parks">www.monroecounty.gov/parks</a> or call (585) 753-7281.	City Parks Facility Use Permit Attached <input type="checkbox"/>  Monroe County Parks Permit Attached <input type="checkbox"/>
<b>WATER HYDRANT ACCESS</b>	Water hydrant usage requires a permit from the Water Bureau and will have a fee involved. Email <a href="mailto:FredHodge@cityofrochester.gov">FredHodge@cityofrochester.gov</a> or call (585) 428-6464, or the Water Dispatcher at (585) 303-8257	I have emailed Fred Hodge to arrange water hydrant access <a href="mailto:Fred.Hodge@CityofRochester.Gov">Fred.Hodge@CityofRochester.Gov</a> <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.	I have contacted the U.S. Coast Guard and spoken with:

**CITY SERVICES - EQUIPMENT RENTAL**

- Include exact location of all equipment drop off on your site plan.
- Replacement costs for equipment: metal barricades @ \$110 each, snow fencing @ \$25 per 50 foot roll.

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- trash (\$7/each)						
Toters- 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 (1 set available, seats 150) - \$300 for 72 hrs.						

**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\_\_\_\_\_

\_\_\_\_\_  
Commissioner of Deeds/ Notary Public Expires: \_\_\_\_\_

## APPENDIX A:

### NOTIFICATION REQUIREMENTS FOR EVENTS WITH STREET CLOSURES

**YOU MUST USE THE CITY-PROVIDED EMAIL LIST FOR STEP A2!**

**YOU MUST ASK THE CITY STAFF PERSON HANDLING YOUR EVENT FOR THIS LIST.**

IT IS THE RESPONSIBILITY OF THE APPLICANT to notify all houses, churches and businesses along the street 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. The notification must be made **THREE TIMES**:
  1. **Hard copy delivered 3 months prior to event:** 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, and
  2. **Email sent 3 months prior to event:** Applicant shall email an electronic version of the **notification letter to a list of major downtown businesses (as provided by the City), cc'ing Special Event,** and
  3. **Email sent 2 weeks prior to event:** Applicant shall resend the email notification to this list, cc'ing Special Events staff contact.  
(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:  
LANDLORD AUTHORIZATION FOR ALCOHOL (continued)**

**SUBMIT THE COMPLETED FORM BELOW ALONG WITH THE FOLLOWING ITEMS TO THE CITY:**

1. 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. 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).

Note: You are required to have documentation of T.I.P.S. or F.A.I.R. training for each server on file to provide to the City upon request.

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: \_\_\_\_\_  
Proposed dates and hours of sales of alcoholic beverages: \_\_\_\_\_  
Name of individual applying for temporary NYS permit: \_\_\_\_\_  
Address of individual applying for permit: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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 EXAMPLE- ENDORSEMENT PAGE**

**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.

## **Appendix E:** **Athletic Event Submission Guidelines**

If you are hosting a run, walk, bike or motorcycle ride, or any other form of *moving athletic event*, regardless of its location, you must adhere to the rules below.

1. Hand in application no later than 90 days before the event: If your event involves travels through the Downtown/Center City area and/or uses one of the three approved downtown routes, we must receive the application *90 days prior to your event*. **Late applications or applications that are missing routes or timing details will be subject to an additional application fee.**
2. Provide proof of your additional permits for use of trails/parks: If your event involves the use of trails and/or parks, you must obtain the proper permits from either Monroe County or the City's Department of Recreation and Youth Services and submit a copy of the receipt from this to the City with this application.
  - The following parks are permitted by The Monroe County Parks Department: Genesee Valley Park (East side), Highland Park, and Charlotte Beach Park.
  - The City of Rochester permits the West side of Genesee Valley Park, the Port Terminal, and all other Parks located within the City limits.
3. Submit the Route: A complete route map and turn by turn directions must be submitted with this application packet
4. Fill in all time-related fields: Time of assembly, race step off time, and time of disbandment may all be different. It is critical that you fill out all of these fields so that we can properly schedule police to be on site.
5. Notify those along the route: If your race/walk/ride closes City streets, you must follow the notification requirements very closely. You are required make 3 distinct notifications before the event.
6. Include additional site map if necessary: If your event includes any *outdoor* activity (ie. after party, festival, food trucks, etc.) *on public property* besides the athletic portion, you must include a site map outlining the location and set up of the event. If your event is *inside* either the Blue Cross Arena or Frontier Field you do not have to submit a layout.