City of Rochester, New York

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.[1]

IF THIS IS A FIRST TIME EVENT, REGARDLESS OF CATEGORY, YOU MUST APPLY BY MAY 31, 2021.
Otherwise, please plan for 2022**.** 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.

COVID-RELATED INFORMATION

- Applicant is obligated to review and adhere to the Governor's COVID-19 Executive Orders, including Department of Health guidance, respecting attendance limitations on indoor and outdoor gatherings, permitted hours of operation, social distancing requirements, face covering requirements, and attendees' mandatory proof of negative COVID-19 test results (within 48 hours of the event) or appropriate vaccination(s) (at least 2 weeks prior to the event). Failure to strictly adhere to applicable Governor's Executive Orders will result in immediate termination of the Special Event Permit without prior notice.
- The City reserves the right to request a Covid Safety Plan, depending on the details of the event.

FOR OFFICE USE ONLY **Date Application Received:** _____

Application Fee Paid:_____ **DES Fee Paid:** _____ **Insurance Certificate Received on:**_____

[1] 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: _____ PM /A 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
ADMISSION/ REGISTRATION CHARGE	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: $_____
ALCOHOL SALE/USE	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: ☐
AMBULANCE/MEDICAL PRESENCE	Per NYS Dept. of Health, Emergency Medical Services are required for events with projected attendance of 5,000 or more. Refer to: http://www.health.ny.gov/professionals/ems/part18.htm	If your event will have 5,000 or more people, list your ambulance provider:
AMERICANS WITH DISABILITY ACT COMPLIANCE	Event planners have a responsibility to ensure that event sites are accessible and barrier-free. See http://www.health.ny.gov/publications/0956/ Would you like advice on making your event as accessible as possible?	Do you have an accessibility plan in place? If yes, attach plan or show on site plan. **NEW:** Will your event include an American Sign Language interpreter? Yes ☐ No ☐
AMPLIFIED SOUND/ PRODUCTION	Amplified sound should end by 10 p.m.	Does the event feature amplified entertainment (live performances, DJ)?: ☐ Sound/production vendor: _____
ANIMALS	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?:
CITY-OWNED LOTS	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: ☐
CITY EQUIPMENT RENTAL	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: ☐
FIREWORKS	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: ☐ **NEW**- Neighborhood has been notified. Copy of letter sent is attached: ☐
FIRE SAFETY FUEL, COOKING	Depending on the event, a fire safety inspection or a fire safety standby detail may be required before and/or during the event. *Costs will be determined by the Rochester Fire Department.* Site plans for vendors utilizing fuel shall be provided for the Fire Department to review. *Event organizers are required to become familiar with the Fire Safety Details at www.cityofrochester.gov/eventpermit.*	Please check all that apply to the event. Cooking Sources: Propane/Natural Gas ☐ Solid Fuel i.e. Wood, Charcoal ☐ Electric ☐ Non-cooking Demonstrations Utilizing: Propane ☐ Pyrotechnics ☐ Open Flames ☐
FOOD/ BEVERAGE VENDING	All vendors at the event must have a Monroe County Dept. of Health permit. https://www2.monroecounty.gov/eh-food.php	The event will have food/beverage vending and event organizer shall ensure that all vendors will obtain a Monroe County Dept. of Health permit: ☐ Please submit vendors names.
FOOD TRUCKS	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: ☐ Please submit names of food truck vendors.

GARBAGE AND RECYLCLING	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 toters are available to rent from the City via the Equipment Rental Form (page 8).	How will you dispose of garbage/recycling generated by your event? (attach a plan if necessary): Garbage Company: _____
INSURANCE **Please share this exact language with your insurance company so that they can prepare the certificate and endorsement form correctly!**	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: 1. Name the "City of Rochester, 30 Church St, Rochester NY 14614" as additional insured. 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. 3. Include the name and date of your event in the description space. 4. Match applicant name or sponsoring organization as insured party. 5. **Attach a copy of the policy endorsement showing that the City is adequately named as an additional insured.*** Please email a copy of the insurance to the staff person coordinating your event.	Insurance certificate attached Yes ☐ Insurance endorsement page attached Yes ☐ *see Appendix D for examples of what these documents should look like
NOTIFICATION to NEIGHBORS/ BUSINESSES ***NEW- email requirement! See Appendix A!**	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.	Appendix A has been read ☐ Copy of Notification letter attached ☐ **I am aware of the NEW requirement of notification by email** ☐ List of neighbors/business notified attached ☐
PARK USAGE	If the event is in a City park, obtain a Parks Facility Use Permit before applying for a Special Events Permit. Download it at www.cityofrochester.gov/eventpermit or call (585) 428-6770. 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 www.monroecounty.gov/parks or call (585) 753-7281.	Proof of Reservation of City Park Attached ☐ Proof of Reservation of Monroe County Park Attached ☐
PARKING	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.	Where will event participants park? How many parking spaces are available at these locations? Will a shuttle from a distant parking location to the event be necessary?

PARKING METERS/PAY STATIONS	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. _____
PEAK ATTENDANCE	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: _____
POWER SUPPLY	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 ☐ No ☐ If yes: Contact Person for Electrical Questions or Electrician Associated with the event: Name: _____ Phone: _____ Power source (select all that apply) Private Generator ☐ Utility-provided Power Station ☐ Private power source ☐
PRIVATE PROPERTY USE	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 ☐
REST ROOMS	Restrooms are required for outdoor events.	Number of restrooms planned: _____ Vendor: _____
ROUTE FOR RUNS/WALKS/BIKE RACES	• Downtown races/walks *applying for the first time must use a route pre-approved by RPD (see adjacent box).* • Recurring downtown races/walks will be grandfathered in. • Routes in parks and on-trail may be unique to your event. • 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."	***DOWNTOWN RACE/WALK ROUTE CHOICES:*** ☐ Downtown 1: Frontier Field start, use of Inner Loop, back. ☐ Downtown 2: Frontier Field start, High Falls, Inner Loop, back. ☐ Downtown 3: Frontier Field start, use of downtown streets, back. **Visit www.cityofrochester.gov/approvedroutes for maps and details.** ***FOR ANY RACE/WALK REGARDLESS OF LOCATION, YOU MUST:*** ***1. ATTACH BOTH ITEMS:*** Written Route ☐ Map of Route ☐ **2. *EMAIL both* to JOSEPH.ALESSI@CITYOFROCHESTER.GOV** ☐
SITE PLAN	**For all events** on City streets, parks, lots, or on private property, a detailed site plan shall accompany the application. Site plans must label the following: • All entrances and exits, • Stage, • Food vendors, • Other vendors, • If alcohol is served, its gated location, • Restrooms, • Power supply connections, • Tent locations and sizes, • Security guard placement, and • Location of barricades & other City-requested equipment.	Site Plan Showing Required Items Attached ☐ Dimensions are required on all festival site plans! ***SITE PLAN MUST BE ATTACHED SHOWING LOCATION OF ALL ITEMS FOR APPLICATION TO BE CONSIDERED***

SECURITY PLAN	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. **ALL INFO REQUIRED TO PROCESS EVENT→**	Security Company Name: _____ Lic. Type (PI or Watch Guard/Patrol Agency): _____ NYS ID # and expiration date: _____ Security Contact name: _____ Number: _____ Email address: _____
SECURITY DEPOSIT/ UNCONDITIONAL LINE OF CREDIT	Please read Appendix C.	Appendix C has been read ☐
STAGE	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.
STREET CLOSURE	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 ☐
TENTS	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 **GENERAL FIRE SAFETY RULES FOR FESTIVALS/EVENT SITES/FOOD VEHICLES at www.cityofrochester.gov/eventpermit**	The event has tents larger than 200 sq. ft ☐ **Tent size(s):** _____ **Tent company:** _____ **Tent company contact person name, phone number, email:** _____ **RFD will contact the event applicant directly.**
TRAIL USAGE	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. www.cityofrochester.gov/eventpermit 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. www.monroecounty.gov/parks or call (585) 753-7281.	City Parks Facility Use Permit Attached ☐ Monroe County Parks Permit Attached ☐
WATER HYDRANT ACCESS	Water hydrant usage requires a permit from the Water Bureau and will have a fee involved. Email FredHodge@cityofrochester.gov or call (585) 428-6464, or the Water Dispatcher at (585) 303-8257	I have emailed Fred Hodge to arrange water hydrant access Fred.Hodge@CityofRochester.Gov ☐
WATER ACTIVITY	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.**
8. Applicant is obligated to review and adhere to the Governor's COVID-19 Executive Orders, including Department of Health guidance, respecting attendance limitations on indoor and outdoor gatherings, permitted hours of operation, social distancing requirements, face covering requirements, and attendees' mandatory proof of negative COVID-19 test results (within 48 hours of the event) or appropriate vaccination(s) (at least 2 weeks prior to the event). Failure to strictly adhere to applicable Governor's Executive Orders will result in immediate termination of the Special Event Permit without prior notice.

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

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- CERTIFICATE OF GENERAL LIABILTIY

Share these with your insurance agent so that you submit the correct Insurance Certificates and Endorsement Page

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/04/2019

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER	CONTACT NAME: Andy Cooley	
Cooley and Darling Insurance Agency PO Box 1228 Haymarket VA 20168	PHONE (A/C, No, Ext): (703) 881-0113	FAX (A/C, No): (703) 659-0024
	E-MAIL ADDRESS: accooley@cd-insure.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Alliance of Nonprofits	10023
INSURED National Alliance on Mental Illness (NAMI) 3803 North Fairfax Drive Suite 100 Arlington VA 22203	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL1911009625 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y		2019-12724	01/23/2019	01/23/2020	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 20,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Social Service Prof Liab	$ 1,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			2019-12724	01/23/2019	01/23/2020	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000			2019-12724-UMB	01/23/2019	01/23/2020	EACH OCCURRENCE	$ 4,000,000
							AGGREGATE	$ 4,000,000
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

RE: NAMIWalks for the Mind of America event on 05/04/2019.

In the event of cancellation or modification, the insurer shall provide the City with at least 30 days written notice of such cancellation.

CERTIFICATE HOLDER	CANCELLATION
City of Rochester 30 Church Street Rochester NY 14614	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

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Appendix D:
INSURANCE EXAMPLE- ENDORSEMENT PAGE

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

COMMERCIAL GENERAL LIABILITY
POLICY NUMBER: 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 a course in 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 elements will be subject to an additional application fee. The application and all accompanying documents MUST be submitted together. NO PARTIAL APPLICATIONS WILL BE ACCEPTED. Please utilize the checklist below to confirm your application is complete.
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* 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.

Athletic Event Submission Checklist:

Event times clearly stated on application	☐
Park/ Trail permit receipts from the City of Rochester Dept. of Rec. and Youth Services and/or Monroe County Parks Dept. (if necessary)	☐
Route Map attached	☐
Written route directions attached	☐
Copy of Neighborhood Notify Letter	☐
Additional Site Map (if necessary)	☐

IF ANY OF THE ABOVE MATERIALS ARE MISSING, DO NOT SUBMIT AN APPLICATION!