



Facility Guidelines for Stardust Ballroom



1. Location: 41 Backus Street (Next to Jefferson High)
2. Availability: April 1st until November 15th (5:00 a.m. – 11:00 p.m.)
November 16th until March 31st (7:00 a.m. – 10:00 p.m.)
3. Charge: Between 9:00 a.m. and 9:00 p.m.:
 - \$400 (and a NON-refundable \$15 permit fee) for up to 4 hours
 - \$750 (and a NON-refundable \$15 permit fee) for a permit more than 4 hours up to 8 hours
 - \$100 per additional hour after initial 8 hours
 Before 9:00 a.m. or after 9:00 p.m.:
 - \$150 per additional hour

Full payment, including the \$15 non-refundable permit fee due at time of application.

4. Occupancy: Theater style seating: Max 409; Sit-down dinner: Max 240
(Please provide a seating chart or floor plan with your application or at least 2 weeks before your event; otherwise standard set-up will be done.)

Alcohol consumption, when requested and approved, is only permitted inside the facilities. Alcohol must be limited to wine and/or beer only. It is the responsibility of the permit holder to ensure that no one under the age of 21 consumes alcohol. **Smoking is not allowed in any City facility.**

Permit changes including cancellations. Applicant or permit holder requesting any changes to the permit will be required to fill out a Permit Change Form at 400 Dewey Avenue, and pay a \$10 processing fee, and cancellations will have an additional \$10 cancellation fee.

Note: Changes to an existing permit will require at least ten (10) business days in advance of the permitted date. Cancellations and Refunds will be processed in accordance with the Cancellation Policy.

Application Process: The applicant must call the staff at **428-6769** to set up an appointment at Edgerton to take a “walk through” tour of the facility. At that time, the staff will explain what equipment is available for use and review the permit procedures with you. After this meeting you may submit an application to the Permit Office at 400 Dewey Avenue, along with payment in full, and this form signed by yourself and Edgerton staff. The director of Recreation reserves the right to deny any permit he/she deems necessary.

Facilities (Subject to change)

- | | |
|---------------------------------------|--|
| 1. 8' Rectangular Tables (24) | 6. Freezer |
| 2. 6' Round Tables (15) | 7. Refrigerator |
| 3. 4' Round Tables (2) | 8. Fans (floor & ceiling) |
| 4. Chairs (240), White chairs (100) | 9. Steam Table (non-portable) |
| 5. Stoves (2 if in working condition) | 10. Mirror ball (need to arrange with staff) |



The stoves provided are not in compliance with the standards of a commercial appliance; therefore, no preparation or cooking is allowed at the facility. You may use the oven and stove to keep food warm to maintain the temperature of food brought in. All food preparation and cooking must be done off site prior to event. Any other equipment use must be explicitly approved by the Director of the Edgerton Community Center. An additional cost maybe added to cover expense.

Total cost for use of Edgerton is payable at time of application.

Clean up must be finished and all persons associated with the permit must be out of the facility by the specified on the permit. The facility must be left in same condition it was found. Set aside time to clean up.

RESTRICTIONS:

1. This facility is scheduled on a first come, first served basis. Once application and payment are received, your application will be reviewed. Reservation of date and time is confirmed through the issuance of a permit.
2. Activities are to be limited to those listed on the face of the permit. Permits for dances are not issued to outside individuals or organizations.
3. No ticket sales are allowed at the door; therefore, all ticket sales must be conducted in advance of the event. Ticketed events are limited to registered not-for-profit, charitable events. One or more written references and/or proof of not-for profit status may be required by the Bureau of Recreation. No monies may be collected on Recreation property without specific written authorization from the City.
4. You may need to provide security for your event at the discretion of the City of Rochester. In addition to a licensed security agency, a specific security plan must be provided to the City. Furthermore, the City of Rochester has the right to approve or disapprove both the agency and the security plan. Armed security will not be approved.
5. All promotional material must be approved by the City in advance.
6. Any violation of these rules may result in forfeiture of fees paid. In addition, the City reserves the right to terminate any permit before or during any event due to a violation of these rules. Termination of a permit due to a violation will result in, but will not be limited to, forfeiture of any facility use and/or permit fees paid.
7. Violation of any of these rules may also result in prohibition of permittee from application for future permits for the Bureau of Recreation facilities.

By signing below, I acknowledge having read, and agree with, the terms outlined above.

City Staff signature

Date

Applicant signature

Date



FACILITY USE PERMIT APPLICATION

(THIS IS NOT A PERMIT)

City of Rochester, Department of Recreation and Youth Services

Bureau of Recreation, 400 Dewey Avenue, Rochester, NY 14613

(585) 428-6755 facilitypermits@cityofrochester.gov

****A \$15 NON-REFUNDABLE PERMIT FEE IS DUE UPON SUBMISSION OF "FACILITY USE PERMIT APPLICATION"**

This application will not be accepted unless it is signed by the applicant and witnessed by a Notary Public or Commissioner of Deeds. Applicants must be 21 years of age or older.

FULL PAYMENT REQUIRED AT TIME OF APPLICATION SUBMISSION - NO CASH

For Office Use Only:

Batch # _____

Permit # _____

Fee _____

Paid _____

Balance _____

Receipt (_____) _____

Facility Director _____

Master List _____

Info Folder _____

FACILITY REQUESTED: _____

____ Auditorium/Lodge ____ Conference/Mtg Rm ____ Craft/Game Rm ____ Gym ____ Kitchen ____ Restrooms ____ Teen Lounge

OTHER: ____ Ice Rink ____ Pool ____ Docking Permit ____ Vending Permit ____ Large Gazebo ____ Small Gazebo ____ Fountain Area

Field(s) Requested: _____ **Type of Activity** _____

Enhancements/Dates: Field Lining _____ Field Lighting _____

Please circle if any applies (**Special Events Activity**): Festival, Concert, Fundraiser, Tournament, Block Party, Parade, Walk or Race

Estimated # of Participants/Spectators: _____ **Activity:** _____

Day of the Week: _____ **Date:** _____ (Be sure to include your set-up and clean-up times)

Hours requested: (From) _____ : _____ (To) _____ : _____

Organization name- if appropriate: _____

Responsible Person: _____

Emergency Contact: _____

Address: _____

Address: _____

City: _____ **Zip:** _____

City: _____ **Zip:** _____

Day Phone: () _____

Day Phone: () _____

Evening Phone: () _____

Evening Phone: () _____

E-mail: _____

Circle One

SPECIAL NEEDS:

Yes No Are you requesting to serve alcohol (beer & wine only)? (This option is NOT available at Genesee Valley Fieldhouse)

Yes No Are you charging an entrance fee?

Yes No Are you requesting permission to sell food or other items, including tickets?

Yes No Are you requesting permission to put up a tent(s)? If so, how many? _____ What size? _____ Feet X _____ Feet

****Yes No** Are you requesting permission to have bounce house or spacewalk, carnival games or rides, etc.?

****If yes, you are required to obtain insurance coverage from company naming the City of Rochester as additional insured for 1 million dollars)**

Describe security plan and promotional material (Attach security contract, promotion material, and insurance certificate upon request)

Release & Indemnification Certificate

In consideration of the use of certain facilities owned by the City of Rochester and located at _____ in Rochester, New York.

I, _____, and my guests, hereby release said City, its officers, employees, agents, and servants from any and all liability, loss, attorney's fees or other expenses whatsoever, resulting from personal injury, including death, or property damage or loss to myself or my guests arising out of the use of such facilities on the date(s) specified herein, unless such injury results from the sole negligence of the City. I hereby further agree to indemnify and to save harmless said City from any and all liability, loss, attorney's fees or other expense resulting from my negligence or intentional misconduct or that of my guests, employees or agents during the use of the facilities.

By signing below, I also am indicating that the information that I provided on this permit application is accurate and true to the best of my ability. I also understand all the Procedures & Regulations for the Bureau of Recreation, which is located on the reverse side of this application, and I agree with all the terms and conditions.

Sworn before me: _____

Applicant's Signature _____

this _____ day of _____, 20____

Date: _____

Notary Public/Commissioner of Deeds

SEE REVERSE SIDE FOR PROCEDURES & REGULATIONS

SUBMITTING THIS APPLICATION AND PAYMENT PROCEDURES: Application must be completed, signed by the applicant and witnessed by a Notary Public or Commissioner of Deeds. Mail or bring application to: Bureau of Recreation, 400 Dewey Avenue, Rochester, NY, 14613. Full payment (Check or money order – made payable to CITY TREASURER, Visa, MC or Discover) is due with this application unless otherwise specified. The permit will be reviewed, and once it is approved, it will be mailed to the applicant.

PERMIT CHANGES INCLUDING CANCELLATION: Permittee will be required to fill out a "Permit Modification/ Cancellation Request" Form at 400 Dewey Ave at least ten (10) business days in advance of the event date for all changes, cancellations or application withdrawals. All modifications have a \$10 processing fee, including cancellations (which also have an **additional \$10 cancellation fee**). **DO NOT CALL THE FACILITY TO BE USED.** Failure to provide proper notification will result in permittee being required to pay all charges associated with permit.

REFUNDS: Refunds do not include permit application fee, processing fees, and any portion of a deposit that covers damage by permittee/guests or additional services provided by the City due to permittee actions. Refunds will be issued to the permittee in accordance with the cancelation policy.

RULES AND REGULATIONS FOR THE USE OF FACILITIES AND EQUIPMENT

The permittee shall be responsible for adhering to the following general conditions: All activities permitted shall be subject to the continuing direction of the City of Rochester and in conformity with all laws and regulations applicable thereto including, but not limited to, all safety, health and noise laws as may apply. The following specific rules and regulations are to be observed by all permittees, participants and/or spectators unless otherwise specifically noted on the permit agreement. If any provision of a permit is in conflict with the City Code, deference is given to the Municipal Parks Code. **Any violation or deviation to the permit will cause the permit to be null and void or party to be "shut down" by recreation staff.** At this point, the permittee, along with participants and/or spectators, will be escorted out of the facility or area of permit. **The permittee will lose the privilege to permit any City of Rochester facility in the future.**

Permittees are responsible for:

- Possession of the permit for inspection at the activity site
- Paying fees and/or charges by due dates
- Providing approved supervision as described on application
- Orderly conduct of participants and/or spectators
- Parking in approved areas only
- Maintenance and clean-up of activity area
- Payment for damages to facility and/or equipment
- Adhering to all conditions and limitations noted on the permit agreement including, but not limited to, facility/space to be used, duration of use, presence of responsible person as named on application
- Refer to the Municipal Parks Code for a complete list of responsibilities

Permittees/Participants/Spectators are prohibited from:

- Smoking in any City facilities
- Transferring permits
- Using facilities, equipment and/or services not specifically designated on permit
- Using facilities, equipment and/or services on dates and at times other than those designated on permit
- Conducting activities other than those specifically designated on the permit
- Vending food and beverages without specific authorization
- Vending of non-food items is prohibited
- Charging admission to activities without specific authorization
- Consuming alcoholic beverages unless specifically designated on permit
- Gambling or games-of-chance
- Erecting fences or barricades
- Building open fires

****NOTE: THIS IS AN APPLICATION FORM — NOT A PERMIT****