

# SPECIAL USE APPLICATION

## F: VENDOR



**Please remember to submit this section of the application at least 21 DAYS prior to your proposed event.**

### [ ] Vendors & Vendor Permits

- This application is to be filled out by any vendors, or by any event organizers that will have vendors, performing commercial activity (i.e. selling anything) in the park (*food, goods, or other items*). Information booths do not apply. **Vendors may only sell their items with an approved Vendor Permit, in association with a specific event, for an individual day, and be selected by that event organizer to do so.** Each vendor needs to obtain this Permit.
- Vendors can individually download and complete this application from [www.monroecounty.gov/parks](http://www.monroecounty.gov/parks), check the appropriate box according to the size of the event, and submit it with the appropriate associated fees and relevant Health Department Permits, **OR**
  - If your event has multiple/many vendors, the event organizer may fill in the number of permits/vendors below, and then attach a list that includes all vendors, their contact information, and their items to be sold. Please remember to include copies of any relevant Health Department Permits. You may then submit one payment to cover all Vendor Fees.
- Please submit all Vendor Permit information to the Monroe County Parks Department via e-mail [DerekMSmith@monroecounty.gov](mailto:DerekMSmith@monroecounty.gov), fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620.

-Please enter the number of Single Day Special Sales Permits you are requesting in the box below, according to the expected attendance, and fill in the total fees amount in the space to the right.

[ ] **Single Day Special Sales Permit (events up to 500 people): \$25 per vendor X # of Permits= \$ \_\_\_\_\_**

[ ] **Single Day Special Sales Permit (events between 501-1500 people): \$50 per vendor X # of Permits= \$ \_\_\_\_\_**

[ ] **Single Day Special Sales Permit (events over 1500 people): \$75 per vendor X # of Permits= \$ \_\_\_\_\_**

Business/ Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Day of Event Phone #: \_\_\_\_\_

Requested Park: \_\_\_\_\_ Requested Date: \_\_\_\_\_

Approximate # of people in attendance: \_\_\_\_\_ Is the event open to the general public? \_\_\_\_\_

Start & End Times (including set up and cleanup): \_\_\_\_\_

Location that you will set up in the Park \_\_\_\_\_

## Special Use Application, **F: Vendor**, continued

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### Health Department Information

-If you are providing food to the public, please consult the Monroe County Health Department to determine if you need to fill out a "Health Department Permit to Operate a Temporary Food Service Establishment". If so, fill out the form completely as possible, and submit it to the Health Department at Food Protection, Room 1020, 111 Westfall Road, PO Box 92832, Rochester, NY, 14692, 585 753-5553. This process excludes pre-packaged, sealed, individually-wrapped, or single-serving items such as bottled water, bags of chips, granola bars, etc. You can apply to waive the associated fee by submitting the "Health Department Fee Waiver" to the Monroe County Health Department, too.

-Once you obtain your Monroe County Health Department Permit, please submit a copy to the Monroe County Parks Department via e-mail [DerekMSmith@monroecounty.gov](mailto:DerekMSmith@monroecounty.gov), fax 585-753-7284, US Mail, or in person.

### Trash and Recycling Policy

All Monroe County Parks are "Carry-in, Carry-Out" which means that you, or your event organizer, are responsible for the trash and recycling generated during your event. There are no trash cans or dumpsters available at the parks for trash disposal. If you choose, you may contact any of the local waste haulers to manage your event's waste and recycling for you.

### Alcohol Information

If you plan to sell alcohol at your event, you will need to contact the New York State Liquor Authority to obtain a Liquor License, and the associated regulations and requirements.

- Please download a "Special Events Permit" from the State Liquor Authority's website at [www.sla.ny.gov/](http://www.sla.ny.gov/) and follow the appropriate instructions.
- Please consult with the NYS Liquor Authority at 716-847-3035, or 716-847-3057, at least 3 weeks before your event.
- Once you obtain your Liquor License, please submit a copy to the Monroe County Parks Department via e-mail [DerekMSmith@monroecounty.gov](mailto:DerekMSmith@monroecounty.gov), fax 585-753-7281, US Mail, or in person.

### Go Green

Please consider reducing the environmental impact of your vending by implementing eco-friendly practices. You'll protect your parks and our environment, and maybe even reduce your waste disposal costs. Review the "Go Green" flyer at [www.monroecounty.gov/parks](http://www.monroecounty.gov/parks) for green tips.

### Rules, Regulations, and Additional Information

You do not have permission for your Vending until you receive a signed permit. The permit only allows you to use the park. **YOU MAY NOT GIVE YOUR PERMIT TO OTHERS.** All parks are **Carry In Carry Out**. If you have any questions or wish to pay by credit card, please call 753-7281, email [DerekMSmith@monroecounty.gov](mailto:DerekMSmith@monroecounty.gov) or fax 585-753-7284. Blank copies of this application can be found at [www.monroecounty.gov/parks](http://www.monroecounty.gov/parks)

I have read and understand all the park rules and regulations and if my group damages the park or facilities in any way, I will be financially responsible for all the fees to repair the damage.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_