



Department of Parks
Monroe County, New York

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County Executive

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**Check-list for Organizing your
Monroe County Parks Special Use Event in 2009**

- Contact, visit the Parks Department, or go to <http://www.monroecounty.gov/parks> to obtain all forms and applications
- Send in Special Use Application
- Pay for Special Use Application including relevant fees (tents, vendors, etc.)
- Reserve shelters
- Pay for shelters
- Obtain Certificate of Insurance that lists Monroe County as "additional insured"
- Send in Certificate of Insurance
- Consult "Food at Events Guidelines" document to determine if you need to obtain a "Permit to Operate a Temporary Food Service Establishment"
- Consult Health Dept at 753-5553 with specific questions about Health Permits
- Apply to waive the associated fee by submitting the "Health Dept Fee Waiver"
- Obtain Health Department Permit to Operate a Temporary Food Service Establishment
- Submit Permit to Operate a Temporary Food Service Establishment to Parks Department
- Have any vendors (food or otherwise) obtain and complete a "Special Use Application" and submit to the Parks Department
- Have any providers of Inflatables, Bounce Houses, Rides, or Dunk Booths submit a "Certificate of Insurance" to the Parks Department that lists Monroe County as "additional insured".
- Review Alcohol Policy, Tent Policy, and Trash/Recycling Policy
- Review "Go Green" ideas document, and "Why Carry In, Carry Out" document
- Submit Timeline/Schedule for Event
- Submit Map/Layout of Event
- Meet with or talk to Park Staff to finalize logistics of event

Now you're set to go! Good luck, and have fun!