

2011 SPECIAL USE EVENT APPLICATION



Monroe County
Parks

This application is to be filled out if your event is open to the public or will have a large number of people, AND/OR is any other out-of-the-ordinary use of the parks, such as any festivals or concerts; any races, runs, rides, or walks; benefits/fundraisers that are open to the public; film/photo shoots; any large corporate functions, athletic events, tournaments, church picnics, weddings, or camping events; or ANY events that draw an amount of people that exceed the established Lodge or Shelter capacity. **Please fill out this application as completely as possible. You do not have permission for your event until a Permit is issued to you from the Parks Department.**

PART I - If you are planning to host a Special Use Event in a Monroe County Park/Facility in 2011, please fill out Part I (Event Reservation & Facility Rental) below and submit it to the Monroe County Parks Department **at least 30 days prior to your proposed event.**

PART II - Then proceed and please fill out Part II (Logistics Summary & Checklist) and submit it to the Monroe County Parks Department **at least 14 days prior to your proposed event.**

Please submit each section of your completed application via e-mail to rloysen@monroecounty.gov, via fax 585-753-7284, via US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620. You can also visit www.monroecounty.gov/parks, the Monroe County Parks Department, or contact Ryan Loysen at 585-753-7281 in order to obtain blank copies of this "Special Use Event Application" and/or obtain other pertinent information about event-organizing in the Monroe County Parks. All items in blue are webpage or email links in the online version of this document.

PART I - Event Reservation & Facility Rental

- 1 Name of Organization or Group organizing the event: _____
- 2 Name of Event: _____
- 3 Main Contact Person: _____
- 4 Mailing Address: _____
Street City Zip code
- 5 E-mail Address: _____
- 6 Office/Home Phone #: _____ Day-of-Event Cell Phone #: _____
- 7 Fax #: _____ Website for organization: _____
- 8 1st Choice Event Date: _____ 2nd Choice: _____ 3rd choice: _____
- 9 Event Time (Approximate start/end; incl. set up & clean up) _____
- 10 Desired Park: _____ Is your event open to the general public? _____
- 11 Please check the box for the type of Permit you are requesting according to the expected attendance.

Special Use Event Permit (up to 250 people) \$25 fee payable to Monroe County Parks Department

Special Use Event (251-1000 people) \$100 fee payable to Monroe County Parks Department

Special Use Event (over 1000 people) \$250 fee payable to Monroe County Parks Department

Special Use Event Application 2011

Part I continued- Event Reservation & Facility Rental

Please remember to submit this section of the application at least 30 days prior to your proposed event.

Please describe what type of event are you proposing? _____

Please describe the requested location/s within the park, or provide a map of the space requested and/or of the Walk/Run/Ride Route: _____

Do you plan to sell tickets ahead of time? If so, according to section 323-21-B of the Parks Law concerning "commercial activities...which shall have been approved or authorized by the County Legislature," please contact us concerning additional approvals your event may require.

 **Parks Reservation System** - If your event requires the use of Shelters or Lodges, please visit www.monroecounty.gov/parks and click into our online "Parks Reservations System". Once you're there:

1. Request a Park
2. Request a Facility Type (Lodge or Shelter)
3. Request a Date
4. Click "Make Reservation" and follow payment instructions

- *You can also visit the Monroe County Parks Department or call Ryan Loysen at 585-753-7281 to reserve Shelters or Lodges.*
- *If your event is before May 15th, or after October 15th, Park Shelters are not winterized and/or not maintained during this period (Most lodges are still available during the winter). Shelters may therefore be unavailable for use during this off-season. However, if you still require the use of these Shelters during this off-season, special arrangements can sometimes be made to clean and prepare a Shelter for your event. Regular Shelter fees will apply.*
- *PLEASE NOTE: Your organization may be required to rent additional facilities in order to account for the parking your event requires. See "Parking/Shuttles" section below for details.*
- *If you would like to rent the Highland Bowl please contact us directly for venue specific regulations and availability.*

Please list the Shelter/s and/or Lodges that your event is requesting to reserve, or have already reserved:

 **Certificate of Insurance** - If your event qualifies as a "Special Use Event", as noted above, please obtain and submit a copy of your organization's "Certificate of Insurance" that shows proof of General Liability Insurance, and that lists Monroe County, 39 West Main Street, Rochester, NY, 14614, as "additional insured".

1. Once you've obtained your Certificate or Insurance, please submit it to the Monroe County Parks Department via e-mail rlaysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person.

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Part I continued- Event Reservation & Facility Rental

Please remember to submit this section of the application at least 30 days prior to your proposed event.

Athletic Field Use - If your event will occupy the athletic fields adjacent to or nearby your Shelter/Lodge/Event area, or you specifically require the use of said fields, we may require you to rent those fields at \$25 per day per field. There are many sports leagues that use the athletic fields, therefore, necessary arrangements will need to be coordinated.

1. Which athletic fields will your event require? (*Find Park Maps at www.monroecounty.gov/parks*) _____

Parking/Shuttles - If your event will require additional parking beyond the spaces designated to your Shelter/Lodge/Field space, or the designated parking for other Shelters/Lodges/Field spaces that you haven't rented are not available for other potential renters, we may require that you rent additional Shelters/Lodges/Field space/s. In some cases, you may need to organize a shuttle service to and from a remote location, in order to account for all of your parking needs. *Parking on the grass is only allowed with special permission from the Monroe County Parks Department, and only during favorable ground/weather conditions.*

1. How many volunteers will work parking at your event? _____

2. Please describe below or attach a description of your parking plan if your event requires more parking than is available at the Shelter/s and Lodge/s that you have rented? _____

Invoices - You can request to have an invoice written for all your fees, so you can pay for everything with one transaction. Please contact us for details.

Rules and Regulations

The Permittee:

1. Must have a responsible person available onsite for the entire event.
2. Must perform all required maintenance and clean-up of entire site during and after the event.
3. All parks are carry-in/carry-out, which means you must take your trash out of the park; we do not provide dumpsters or trash cans.
4. Is responsible for payment for costs related to event and any damages to area or equipment.
5. Must possess Special Use Permit during the event.

Monroe County:

1. Reserves the right to determine to whom permits are issued.
2. Reserves the right to cancel the Permit if the Permittee is in violation of the terms and conditions of the Permit.
3. Reserves the right to postpone or cancel any organized events or field usage that could do permanent damage. Park Supervisors will alert us if conditions are not safe or appropriate, and we will touch base with you.

I, the undersigned, as the representative of my organization, hereby submit Part I of the Special Use Event Application- Event Reservation & Facility Rental for approval. The information and details that I have provided to the Monroe County Parks Department about my event are accurate to the best of my knowledge.

Signature

Date

Thank you! We look forward to working with you to make sure that you get all of the assistance that you need from the Monroe County Parks Department.

Special Use Event Application 2011

Part II continued

Please remember to submit this section of the application at least 14 days prior to your proposed event.

Vendors - Any vendors performing commercial activity in the park (*food, goods, or other items*) need to apply for a Single Day Special Sales Permit (*information booths do not apply*). Vendors can download and complete a "Single Day Special Sales Permit Application" from www.monroecounty.gov/parks, check the appropriate box according to the size of the event, and submit it with the appropriate associated fees.

1. If your event has multiple/many vendors, you may submit one application on their behalf that includes a list of all vendors, their contact information, any relevant Health Permits, and then submit one payment to cover all Single Day Special Sales Permit Fees.
2. Once you or the Vendors have completed this application, please submit it to the Monroe County Parks Department via e-mail rloysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person.
3. Please attach a list of any Vendor/s with this application, and the items they plan to sell.
4. 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 btwn 501-1500 people): \$50 per vendor x # of Permits= \$ _____*

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

Health Department Permit to Operate a Temporary Food Service Establishment

If your organization or any vendors are providing food to the public (donated OR selling OR providing for free), 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 as completely as possible, and submit to the Monroe County 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 like bottled water, pop, bags of chips, granola bars, etc.

1. For "Food at Events Guidelines" to determine if you might need to obtain a "Permit to Operate a Temporary Food Service Establishment" visit www.monroecounty.gov/parks
 - *You can apply to waive the associated fee by submitting the "Health Dept Fee Waiver" to the Monroe County Health Dept, too.*
2. Once you or your food providers obtain your Monroe County Health Dept Permit, please submit, or have the Vendor submit, a copy to the Monroe County Parks Department via e-mail rloysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person.
3. Please attach a list, with this application, of any group/groups that will be providing, selling, or giving food to members of the general public, and the foods they plan to provide.

Alcohol Policy

To review the "Monroe County Parks Alcohol Policy" visit www.monroecounty.gov/parks and look in the list of "Forms You Might Need".

1. If you or any vendors plan to sell, provide samples or otherwise provide for free, alcohol at your event, you or the vendor will need to contact the New York State Liquor Authority to obtain a Liquor License, and the associated regulations and requirements.
2. Please download a "Special Events Permit" from the State Liquor Authority's website at www.abc.state.ny.us and follow the appropriate instructions.
3. Please consult with the NYS Liquor Authority at 716-847-3035, or 716-847-3057, at least 3 weeks before your event.
4. Once you or your vendor obtain your Liquor License, please submit a copy to the Monroe County Parks Department via e-mail rloysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person.

Special Use Event Application 2011

Part II continued

Please remember to submit this section of the application at least 14 days prior to your proposed event.

Trash and Recycling Policy

All Monroe County Parks are "Carry In, Carry Out", which means that your group/organization is 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 haulers to manage your event's waste and recycling for you.

1. Who is your dumpster provider or trash-management partner? _____
2. When will your dumpster/s be dropped off and picked up for your event? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Dumpsters.)* _____

3. Where will your dumpsters be placed during your event? *(Pavement and/or high, dry ground are strongly recommended.)* _____

Bathrooms & Porta-Johns

If your event has a large number of people, the bathroom facilities at your chosen park may not accommodate the total number of attendees. Also if your event is before May 15th, or after October 15th, some bathroom facilities are closed during this period, and therefore may be unavailable for use during this off-season.

- In either of the above situations, you may be required to rent Porta-Johns.
- Should you be required to rent Porta-Johns, please include the following information:
 1. Who is your Porta-John provider? _____
 2. How many Porta-Johns will you rent for your event? _____
 3. When will your Porta-Johns be dropped off and picked up? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Porta-Johns.)* _____

- 4. Where will your Porta-johns be set up? *(Pavement and/or high, dry ground are strongly recommended.)* _____

Tent Policy

In most cases there is room and solid ground available for tents. However, tents may not be feasible in certain locations. There is an impact fee if you will set up tents larger than 10x10 pop-ups. The provider of the tent/s will need to submit their "Certificate of Insurance" to the Monroe County Parks Department that lists Monroe County as "additional insured" as well.

- **Once you or the provider obtain this Certificate of Insurance, please submit it to the Monroe County Parks Department via e-mail rloysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person.**
 1. Who is your Tent provider? _____
 2. When will the tents be dropped off/set up and picked up again? *(Same day is strongly preferred so as not to impact Lodge or Shelter renters before and after you.)* _____

 3. Where will your tents be set up? *(Depending on ground conditions, the Park Staff may require alternate tent placement.)* _____

 4. Please enter the number of tents you plan to have at your event in the boxes below, and fill in the total fees amount in the space to the right.

[] **Small Tent (11x11 ft up to 30x30 ft.) \$40 impact fee for each tent x # of Tents = \$** _____

[] **Large Tent (over 30x30 ft.) \$100 impact fee for each Large Tent x # of Tents = \$** _____

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Part II continued

Please remember to submit this section of the application at least 14 days prior to your proposed event.

Recreation Activities Equipment

If you are renting/using any Inflatables, Rides, Bounce Houses, Dunk Booths, Rock Climbing Walls, Horse/Pony Rides, Sleigh/Wagon/Hay Rides, or any other recreation activities, the provider of the activity will need to submit their "Certificate of Insurance" to the Monroe County Parks Department that lists Monroe County as "additional insured" as well.

Once you or the provider obtain this Certificate of Insurance, please submit it to the Monroe County Parks Department via e-mail rlaysen@monroecounty.gov, fax 585-753-7284, US Mail or in person.

1. Who is/are your recreation activity provider/s? _____
2. When will your Recreation Activities be dropped off/set up and taken down? (Same day is ideal.) _____
3. Where will the recreation activities be set up? _____

4. Please enter the number of Recreational Activities of each kind you plan to have at your event in the box/es below, and fill in the total fees amount in the space to the right.

[] Inflatables/ Bounce Houses x \$25 = _____ [] Dunk booths x \$25 = _____

[] Rock Climbing Walls x \$25 = _____ [] Horse/Pony Rides x \$25 = _____

[] Sleigh/ Wagon/Hay Rides x \$25 = _____

Go Green

Please consider reducing the environmental impact of your event 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 for green tips.

Police Support Services and/or Security

If your event will use roadways, cross roadways, and/or will have a significantly high attendance, and/or will have any unique risk factors, police presence from local law enforcement, from the Monroe County Sheriff's Office, or from a private Security Firm may be required. Please contact the relevant town's Police and/or County Sheriff to consult with them and inform them of your event. In some cases, fees may be required for their services.

Once you have determined the level of security required, please attach a description of your Police/Sheriff/Security Plan.

1. Total of all Fees Due to the Monroe County Parks Department for Vendor Fees, Tent Fees, and Recreational Activities Fees): _____
2. Day of the Event- On the day of your event, please contact and check in with the onsite Park Supervisor/ Staff for your park. Their phone numbers will be on your Special Use Event Permit. He/she will be able to advise you of any facility/field updates and soil/ground conditions, any special considerations, and provide any additional guidance or information to make your event run more smoothly.

I, the undersigned, as the representative of my organization, agree to the terms above. I hereby submit Part II of the Special Use Event Application- Logistical Summary & Checklist for final approval. The information and details that I have provided to the Monroe County Parks Department about my event are accurate to the best of my knowledge.

Signature

Date

Thank you from the Monroe County Parks Department! Have fun and your permit is on the way!