

SPECIAL USE APPLICATION

A: EVENT PART 2

CHERYL DINOLFO
COUNTY EXECUTIVE



LARRY STAUB
DIRECTOR OF PARKS

Please submit Part 2 only after you have submitted Part 1.

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

Name or Organization or Group organizing the Event: _____

Name of Event: _____

Main Contact Person: _____

Mailing Address: _____

Street

City

Zip code

E-mail Address: _____

Office/Home Phone #: _____ Day-of-Event Cell Phone #: _____

[] Event Details & Logistics Summary

Please provide the details and specifics of your event so that the on-site Park Supervisors and Staff can best prepare for, facilitate, and accommodate your event. This summary should include **ANY and ALL pertinent or relevant details, specifics, information, requests, needs, or requirements** that will help make your event run as smoothly as possible. **Please attach a separate sheet/s if necessary.**

1. Timeline/Schedule for Event - Please provide us with the basic timeline of your event, including arrival time for set up (earliest requested time on-site), walk/run/activities start & end time, and departure time (latest requested time on-site). Please remember to factor in clean-up time.

*Please note that any early arrivals (**i.e. before 10am**) must be specifically discussed, coordinated, and approved by Heather Halstead from the Monroe County Parks Department.*

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2. Map/Layout of your Event - Please provide us with a map or description that outlines items such as the space you plan to use, the route of your walk/run/ride, and the approximate placement of tents, Port-a-Johns, inflatables, dumpsters, etc.
Please note that the Monroe County Parks Department reserves the right to restrict use of certain areas or grounds, or placement of event equipment, which could damage park property.

[] Food at Your Event, and Health Department Permits

If your organization or any vendors are providing food to the public (donated OR selling OR providing for free), **please consult with the Monroe County Health Department** to determine if you need to fill out a "Health Department Permit to Operate a Temporary Food Service Establishment." www2.monroecounty.gov/eh-food.php

-If so, fill out the form as completely as possible, and submit to the Monroe County Health Department, Food Protection, Room 1020, 111 Westfall Road, PO Box 92832, Rochester, NY, 14692, 585-753-5553.

-This process typically excludes pre-packaged, sealed, individually-wrapped, or single-serving items like bottled water, pop, bags of chips, granola bars, etc. The Parks Department defers to the Health Department on all food-related matters.

-You can apply to waive the associated fee by submitting the "Health Department Fee Waiver" to the Monroe County Health Dept. as well.

-Once you or your food providers obtain your Monroe County Health Department Permit, please submit, or have the Vendor submit, a copy to the Monroe County Parks Department via e-mail heatherhalstead@monroecounty.gov, fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620.

[] Beer & Alcohol, and Liquor Licenses

-To review the "[Monroe County Parks Alcohol Policy](#)" visit www.monroecounty.gov/parks and look in the list of "I Want To" on the left side of the page.

-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.

-Please download a "Landlord Authorization Form" and a "Special Events Permit" from the State Liquor Authority's website at www.sla.ny.gov/, follow the appropriate instructions, and consult with the NYS Liquor Authority at 716-847-3035, or 716-847-3057, at least 3 weeks prior your event.

-Once you or your vendor obtain your Liquor License, please submit a copy to the Monroe County Parks Department via e-mail heatherhalstead@monroecounty.gov, fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620

Special Use Application, [A: Event Part 2](#), continued

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[] Trash & Recycling, and the Carry-in, Carry-out Policy

All Monroe County Parks are "[Carry In, Carry Out](#)", which means that your group/organization is responsible for the trash and recycling items generated during your event (unless otherwise noted). There are no trash cans or dumpsters available at the parks for disposal (unless otherwise noted). If you choose, you may contact local waste haulers to manage your event's waste and recycling for you.

-Who is your dumpster provider or trash-management partner? _____

-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.* _____

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

[] Bathrooms & Port-a-Johns

If your event has a large number of people, the bathroom facilities at your chosen park may not accommodate your total attendance. Also if your event is before May 1st, or after October 31st, 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 Port-a-Johns.

-Should you be required to rent Port-a-Johns, please include the following information:

-Who is your Port-a-John provider? _____

-How many Port-a-Johns will you rent for your event? _____

-When will your Port-a-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 Port-a-Johns).* _____

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

[] Recreation Activities/Equipment

There is an impact fee if you set up/rent/use any Inflatables, Rides, Bounce Houses, Dunk Booths, Rock Climbing Walls, Horse/Pony Rides, Sleigh/Wagon/Hay Rides, or any other recreation activities or equipment. The provider of this/these equipment must have compliant insurance documents on file with the Monroe County Parks Department (or submit it before your event). Once you, or the provider, obtain these documents please submit them to the Monroe County Parks Department. [See Cover Page/Information Page for specifics about insurance requirements.](#)

-Who is/are your recreation activity/ies provider/s? _____

-When will your recreation activity/ies be dropped off, set up, and taken down? *(Same day is ideal).* _____

-Where will the recreation activity/ies be set up? _____

-Please enter, in the parentheses below, the number of recreational activities of each kind you plan to have at your event. Then fill in the total fees amount in the space to the right of each type of activity.

[] Inflatables/ Bouncehouses x \$25= _____

[] Dunk booths x \$25= _____

[] Rock Climbing Walls x \$25= _____

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

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

[] Other x \$25= _____

Special Use Application, [A: Event Part 2](#), continued

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

[] Greening Your Event

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 www2.monroecounty.gov/files/parks/GoGreenPoster.pdf for green tips.

[] Traffic Management, 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's/Security Plan.

[] Vendors & Vendor Permits

Any vendors or event organizers that will have vendors, performing commercial activity (i.e. selling anything) in the park (*food, goods, or other items*) need to obtain a Single Day Sales/ Vendor Permit. 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.

- 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.
 - Or, Vendors can individually download and complete a Vendor application from www.monroecounty.gov/parks-forms

-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= \$ _____

Vendor #1	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				

Special Use Application, [A: Event Part 2](#), continued

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

Vendor #2	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				

Vendor #3	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				

Vendor #4	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				

Vendor #5	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				

Special Use Application, [A: Event Part 2](#), continued

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

[] **Tents**

In accordance with the New York State Fire Prevention and Building Code, a permit is required to erect or maintain a tent(s) and membrane structures having an area in excess of 200 square feet (~15x15) and canopies in excess of 400 square feet (~20x20).

Therefore, this section of the application should be completed by any event **organizers that are putting up ANY pop-up tents, tents with walls, canopies or air supported structures (tents with no walls)**, so that we can determine which tents need a permit from Code Enforcement, in addition to a permit from the Parks Department. 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 set up tents larger than ~15x15 feet.

- **Pop-up Tent (~15x15 or less) \$0 impact fee for each tent**
- **Small Tents (~16x16 ft. up to ~20x20 ft.) require a \$40 impact fee for each tent**
- **Large Tents (over 20x20 ft.) require a \$100 impact fee for each tent**

The provider of the tent(s) must have the proper insurance documents on file with the Monroe County Parks Department (or submit it before your event).

- Once you, or the provider, obtain these documents please submit them to the Monroe County Parks Department.
- 1) Please fill in the chart below to answer the following questions:
- Who will provide your tents?
 - When will the tents be dropped off, set up, and picked up again? *(Same day is required so as not to impact Lodge or Shelter renters before and after you, unless you reserve the facilities/park the day before or after)*
 - Where will your tents be set up? *(Depending on ground conditions, the Park Staff may require alternate tent placement).*

Tent Company #1 Contact	Name of Provider				
	Address		City	State	Zip
	Set up Date and Time		Mobile Phone		Work Phone
	Take Down Date and Time		General Location of Tents		
	General Location of tents (continued)				

Tent Company #2 Contact (if relevant)	Name of Provider				
	Address		City	State	Zip
	Set up Date and Time		Mobile Phone		Work Phone
	Take Down Date and Time		General Location of Tents		
	General Location of tents (continued)				

Special Use Application, [A: Event Part 2](#), continued

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

- 2) Please enter, in the chart below, the number of tents, and the size of each, company/provider's name, and associated fees, for each size tent you plan to have at your event.

<u># of TENTS</u>	<u>TENT SIZE</u>	<u>TENT COMPANY NAME</u>	<u>ASSOCIATED FEES</u>

ADD ADDITIONAL SHEETS AS NECESSARY

- 3) Please attach a site plan that shows specifically where you intend to place tents.

Code Information Checklist: Tents - Uses and Prohibitions

Tents come in various sizes and shapes and are used for a variety of purposes. This information sheet is provided to assist tent users or property owners with the requirements set forth by the New York State Building and Fire Codes. The New York State Building and Fire Code applies to tents greater than 200 square feet in size (except cooking tents) used for private or commercial purposes such as for weddings, event registrations, funerals, temporary shelter and similar uses. Permits for tents are valid for no more than 180 days.

Site Plan – A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. *Where more than one (1) tent will be erected, the site plan will designate each tent numerically to easily reference their location.*

Flame-resistant treatment – Tents and/or canopies must be composed of flame-resistant material or shall be treated with an approved flame retardant in a manner that meets the requirements for flame resistance as determined in accordance with NFPA 701. The permit application must be accompanied with documentation certifying that the tent and related components such as the sidewalls, drops, canopies, floor coverings, etc. are flame-retardant. (See Exhibit A)

Combustible materials – If a tent or canopy is used for the gathering of persons for an event or meeting then hay, straw, shavings or similar combustible materials shall not be located within the tent or canopy, however, sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided they are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or canopy shall be maintained clear of all combustible materials within 20 feet. Combustible vegetation shall be removed from the area occupied by a tent or canopy and from areas within 30 feet of such structures. Combustible trash shall be removed at least once a day from the tent or canopy during the period the structure is occupied by the public.

Smoking - Smoking is not permitted in tents or under canopies. Approved “No Smoking” signs shall be conspicuously posted within the tent.

Open or exposed flame – If the tent or canopy is open to the public then open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or within 20 feet of the tent or canopy.

Cooking tents – Cooking tents may be permitted only where the public does not utilize or access the tent. Where cooking is performed, it shall be separated from other tents or canopies by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. Warming of foods or limited cooking demonstrations and similar operations that use solid, flammables, butane or other similar devices and which do not pose an ignition hazard may be approved on a case-by-case basis. *Flammable-liquid-fueled equipment shall not be used in tents or canopies. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or canopies.* LP-gas containers or similar flammable fuel containers shall be located outside the tent with safety release valves pointed away from the tent or canopy. Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and tent or canopy not less than 10 feet and LP-gas containers having a capacity of more than 500 gallons a minimum separation of not less than 25 feet is required.

Separation of generators - Generators and other internal combustion power sources shall be separated from tents or canopies by a minimum of 20 feet and isolated from contact with the public by fencing, enclosure or other approved means.

Electrical equipment - All electrical equipment, lighting, outlets, wiring, etc. shall bear a U.L. label or label from an approved testing laboratory and be installed in accordance with the National Electrical Code. Spot or effect lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected with approved noncombustible insulation not less than 9.25 inches thick.

Portable fire extinguishers - Portable fire extinguishers shall be provided and their location shall be clearly identified.

Posting of Occupant Load – The maximum occupant load shall be determined by the Code Enforcement Official and shall be posted in a conspicuous place, near the main exit or exit access doorway.

Egress and Exits – The number and size of exits shall be based on the occupant load of the tent as determined by the tents use. All paths of egress to tent exits shall be maintained clear of obstructions at all times. Where the occupant load is greater than 50, illuminated exits signs shall be clearly posted at each exit. Where the tent or canopy is used for seating, the seats, benches or chairs shall be arranged in such a manner that aisles and exit access paths are clearly defined. The means of egress shall be illuminated at all times the tent is occupied.

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (INCHES)	MINIMUM WIDTH OF EACH MEANS OF EGRESS (INCHES)
10 TO 199	2	72	36
200 TO 499	3	72	72
500 TO 999	4	96	72
1,000 TO 1,999	5	120	96
2,000 TO 2,999	6	120	96
Over 3,000	7	120	96
When the occupant load exceeds 3,000, the total width of egress (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.			

Exit openings – Openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall be free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit. Curtains shall be of a color, or a color, that contrasts with the color of the tent.

Anchorage - Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the code enforcement official on request.

Note – Contact the Code Enforcement Official for all tents, canopies or membrane structures having an aggregate floor area in excess of 15,000 square feet for additional requirements.

The undersigned represents that this application for a permit as described herein will be in accordance with all ordinances of the Fire and Building Code of New York State and that any plans or specifications submitted with this application are the plans or specifications relating to this permit and no other.

A Tent Permit is valid for dates indicated above and not to exceed more than 180 days after which the tent must be removed from the property. Requests for permit extensions accompanied with written justification may be granted on a case-by-case basis. Tents composed primarily of fabric must be constructed of flame retardant or fire resistant materials. Fire extinguishers and their location in or around the tent must be inspected and approved by the Monroe County Code Enforcement Official. Cooking tents must be reviewed and approved prior to obtaining a permit. All tents must be anchored to the ground and secured to prevent collapse and/or rollover during high winds.

Revised 1/17/17

Special Use Application, [A: Event Part 2](#), continued

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

[] Total of all Fees Due to Monroe County Parks Department

Including Shelters, Lodges, Fields, Vendors, Tents, and Recreation Activities fees. _____

[] 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 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 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