2016 SPECIAL USE APPLICATION

A: EVENT PART 1

Monroe County Parks

Please remember to submit this section of this application at least 45 DAYS prior to your proposed event.

To electronically fill out this form, download it, then open it in Adobe PDF, start filling it in, and save it to your desktop.

[ ] Request Your Event Location, Park, and Date

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 #:_____

Fax #:_____ Website for event/organization: _____

1st Choice Event Date:_____ 2nd Choice: _____ 3rd choice:_____

Total Event Time (Approximate start/end; **incl. set up & clean up**) _____

Desired Park:_____ Is your event open to the general public? _____

Please check the box for the attendance range of the event you are requesting **(including staff, volunteers, and participants)**

[ ] Special Use Event Permit (up to 250 people) $50 fee payable to Monroe County Parks Department

[ ] Special Use Event Permit (251-1000 people) $150 fee payable to Monroe County Parks Department

[ ] Special Use Event Permit (over 1000 people) $350 fee payable to Monroe County Parks Department

Please describe what type of event you are proposing, **including projected actual attendance** (including staff, volunteers, and participants). We also need you to submit an attendance report after your event is over.

_____

_____

_____

_____

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:

_____

_____

_____

_____

2016 Special Use Application, A: Event Part 1, continued

Please remember to submit this section of the application at least 45 DAYS prior to your proposed event.

[ ] Do you plan to sell tickets ahead of time or on-site? _____

If so, please contact us concerning additional approvals your event may require for this activity. According to section 323-21-B of the Parks Law, no person shall solicit or engage in any business, trade, commercial transaction or other activity within a park involving the sale of merchandise or services or **for which any fee, payment, donation or other consideration is REQUIRED** or requested except for duly authorized concession agreements or other agreements for park purposes which shall have been approved or authorized by the County Legislature.

[ ] Shelters and Lodges

If your event requires the use of Shelters or Lodges (MOST DO, in order to account for parking needs) please visit www.monroecounty.gov/parks and click into our online "Parks Reservations System."

-Once you're there:

-Request a Park, then Request a Facility Type (Lodge or Shelter), then Request a Date, then 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 approximately May 1st, or after approximately October 31st, 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 (that you may not actually need/use) in order to accommodate the parking needs 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, pricing, and availability.

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

_____

_____

_____

[ ] 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 these 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 accommodate all of your parking needs. ***Parking on the grass is only allowed with special permission from the Monroe County Parks Department, and is only allowed during favorable ground/weather conditions. Please plan to post signs during your event that will direct participants to the appropriate available parking areas.***

How many volunteers will be on parking duty at your event?_____

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?_____

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_____

2016 Special Use Application, A: Event Part 1, continued

Please remember to submit this section of the application at least 45 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 $35 per day, per field. There are many sports leagues that use the athletic fields; therefore, necessary arrangements will need to be coordinated.

The Monroe County Parks Department reserves the right to cancel/postpone use of particular fields based on conditions or use.

Please list which athletic fields your event will require? *(You can find park maps at www.monroecounty.gov/parks)*

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_____

[ ] Invoice

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. Payments can be made by check, money order, cash, Visa, or MasterCard.

Rules and Regulations

The Permittee agrees to the following:

1. Must have a responsible person, over the age of 21, available onsite for the entire event, including set up and cleanup.
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, unless otherwise noted, which means you must take your trash out of the park; we do not provide dumpsters or trash cans.
4. May not close any park, village, town, city, or state roads without proper permission from all relevant entities.
5. Is responsible for payment for costs related to event and any damages to area or equipment.
6. Must possess Special Use Event Permit during the event.
7. Must follow Monroe County Parks Laws as laid out in http://www2.monroecounty.gov/files/parks/ParksLaws.pdf
8. Must make no permanent markings on park grounds (i.e. spray paint, nails in trees). Only non-permanent "spray chalk", chalk, tape, flags, or signage may be used to orient event participants. You will be charged for cleanup of permanent markings. All signs must be cleaned up and removed before vacating the park.
9. Balloon launches or releases are not permitted in the Monroe County Parks.
10. Amplified music is only permitted in certain parks and at certain facilities.

Monroe County:

1. Reserves the right to issue or deny permits.
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 contact you.

I, the undersigned, as the representative of my organization, hereby submit Part I of the Special Use Event Application 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. I have read and agree to the above rules and regulations.

_____ _____

Signature Date

2016 SPECIAL USE APPLICATION

A: EVENT PART 2

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

[ ] 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 Ryan Loysen, from the Monroe County Parks Department.*

1. 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.

1._____

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2. _____

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2016 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.

[ ] 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." http://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 rloysen@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 "Forms You Might Need."

-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 "Special Events Permit" from the State Liquor Authority's website at www.abc.state.ny.us, 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 rloysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620

[ ] 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).*

_____

_____

2016 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.

[ ] 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 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. **See Pages 1-2 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 = _____

[ ] Rock Climbing Walls x $25= _____

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

[ ] Dunk booths x $25= _____

[ ] Horse/Pony Rides x $25= _____

[ ] Other x $25= _____

[ ] 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 http://www2.monroecounty.gov/files/parks/GoGreenPoster.pdf for green tips.

2016 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.

[ ] 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.

[ ] 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