

City of Syracuse

Application for Community Event

Office of Special Events ♦ 412 Spencer Street ♦ Syracuse, NY 13204
Phone: 315-473-4330 ♦ Fax: 315-428-8513

PUBLIC PROGRAMS GUIDELINES

The following is an outline of procedures to follow in the presentation of public events. Please keep in mind that each event has a specific and unique logistical problems that have to be addressed and met. Please note that not all the points outlined will apply to your event. Therefore, we would ask event planners to contact our office and setup a meeting to review your plans and these guidelines. Our Special Events Staff should be contacted as you begin to put your plans together and **NO LATER THAN FOUR WEEKS PRIOR TO YOUR EVENT.**

ALCOHOL:

NO ALCOHOLIC BEVERAGES ARE ALLOWED FOR COMSUMPTION OR SALE. Please be aware that violations are subject to penalty pursuant to City Ordinance.

INSURANCE:

The sponsoring organization is required to have liability insurance to cover this event for at least \$1 million. A certificate of liability insurance is secured by the sponsoring organization from their insurance company.

The insurance **MUST** name the City of Syracuse as additionally insured. The certificate holder would be the City of Syracuse, c/o Britney Farmer, 412 Spencer Street, Syracuse, NY 13204.

In addition, a copy of the endorsement page must be included with you event application.

PARKING:

Give some consideration to locating sufficient parking for your guests, the guests who might have disabilities, performers and sound/staging vehicles. Vehicle access to some areas may be restricted.

PUBLIC SAFETY

A Public Assembly/Parade Permit application needs to be on file with the Syracuse Police Department. The application is included with this packet. If any police officers are required, the number of police officers on site is determined by the Syracuse police Department. There may be a cost that event organizers will be asked to pay for, which again, will be determined by the Syracuse Police Department.

MAINTENANCE

Volunteers are asked to assist in trash pick-up during and after the event. The city will provide trash barrels for any garbage and will take care of getting it picked up by a city trash truck.

POWER:

Power may be available in some locations; but not necessarily all the parks. Please check with the Special Events Office about power. A power request sheet may need to be turned in to the special events division. (the power request template sheet is attached to this application.)

RESTROOM ACCESS:

Restroom facilities are available at some locations. At those venues where there are no restrooms, you must secure and pay for porta john units.

TABLES & CHAIRS:

Your organization will need to make arrangements to secure whatever you might need.

TENTING:

The organizing committee is responsible for securing and paying for the rental of tents, as needed. The City of Syracuse does not provide tenting.

All tents must be weighted, NOT STAKED. The tent company should contact us in advance at 315-473-4330 to make these arrangements.

Tents must be flame retardant and bear a certificate or stamp inside the tent indicating that is flame retardant.

Tents greater than a 10'x12' are required to have a tent permit. Tent permits are handled by the Syracuse Fire Prevention Bureau at 315-448-4777.

Tents may be inspected by the Syracuse Fire Department.

Smoking is prohibited under tents.

VENDORS:

The organizing committee is asked to provide the Special Events Staff with a listing of all food and non-food vendors no later than one week prior to the events start date. All vendors must provide the City of Syracuse with a Certificate of Liability Insurance that names the City as additionally insured.

Vendor Power:

Where power is available, power requirement sheets should be submitted to the Special Events office, who will then submit them to the city electricians. (The power template sheet is attached to this application.)

this information can be forwarded to the Britney Framer, bfarmer@syr.gov.net, and must be received no later than one week prior to your events start date. If there is a problem with providing adequate power, you will be notified in advance so you can make arrangements.

Tenting:

Vendors will follow the same tenting regulations as listed above.

Health Permit:

Vendors are responsible for obtaining a valid Health Permit from the Onondaga County Health Department (315-435-6607), this would either be a temporary food permit or a mobile cart permit. Please note that if the vendor owns a restaurant, the permit for their restaurant does not cover their stand off-site.

Regardless of whether the food is sold or given away, all food consumed at a public/community event must be prepared either at the event site or at a kitchen facility that has been approved by the Onondaga County Health Department. Therefore, no food that has been prepared at one's home will be allowed at a public event, including "dishes to pass".

Water/Hoses:

Water will be made available to food vendors via a nearby fire hydrant, but we need to be made aware of water needs in advance of the event date. If a vendor needs a constant source of water, they must supply their own food grade hose to reach their booth.

NOT ALL VENUES HAVE WATER HOOK-UPS AVAILABLE.

Propane Tanks/Propane Permits/Fire Extinguishers:

Those vendors using propane at their booths are required to apply for a propane permit through the Fire Prevention Bureau. Please call 315-448-4777 for more information.

Anyone using open flames to cook shall provide the following on site: a propane permit, a U.L. listed currently tagged and inspected ABC extinguisher - no less than 5 lbs.; a spray bottle of soapy water to test fittings and gas leaks. If deep frying is to be used, then a "K" type extinguisher must also be on site.

Permit Application for Community Event

Those planning community events should contact Britney Farmer in the Parks Department Special Events Office at 315-473-4330 ext. 3007, or email her at bfarmer@syr.gov with an outline of your event. Community Events are those that are open to the public.

Please fill out the application form and return it with the appropriate fees (\$30.00 for every 4 hours, an additional \$20.00 for electrical hook-up) to the Special Events Division, Syracuse Parks & Recreation, 412 Spencer Street, Syracuse, NY 13204. Checks or money orders can be made payable to the "Commissioner of Finance".

Pending approval and/or further review, you will receive an official permit for your event. Please carry your permit with you on the date of your event. Please note that no date or time will be guaranteed in your name until the application, payment and insurance is turned in to the Special Events office.

Requesting Organization: _____

Contact Name: _____

Address: _____

Phone Number: _____ **E-mail:** _____

Facility Requested: _____

Date Requested: _____ **Times Requested:** _____

*the times should include your setup and breakdown

Please give a brief description of your event (attach description if necessary):

Expected Number of Attendants: _____

Electrical Hook-up: _____ YES _____ NO

*\$20.00 Fee

Tent Set-up: _____ YES _____ NO

Conditions, Terms & Limitations of Permit

All park rules and regulations must be adhered to.

PLEASE INITIAL NEXT TO EACH HIGHLIGHTED ITEM

PARK/FIELD HOURS

Syracuse Parks & Fields are open from dawn to dusk unless otherwise stated or authorized by the Commissioner of the Parks Department

PERMITTEE RESPONSIBILITY

Damages caused by negligence to a park/athletic facility/equipment will be assessed as to the cost to correct, replace and repair. Costs will then be passed on to the offending applicant. The permit applicant is financially responsible for 100% of any damages done to Parks Department property during their permitted time.

TRASH

There permit applicant, organization, league or group is responsible to make sure all trash is properly disposed into trash or recycling receptacles. If after an event, activity or game it is found that additionally clean-up is necessary, the applicant will be charged.

TOILETS

The permit applicant is responsible for any additional portable toilets required for use, the cost being the responsibility of the permit applicant.

PERMITS

A permit will give you exclusive rights to an area within a park of your choice. Separate permits are required for each location you choose, and there will be an additional permit fee for each area. The permit applicant should have an original copy of the permit on their designated person at the event(s) and/or activity and be able to produce said permit at any requested time by the Department of Parks & Recreation staff or police. If the permit holder is not going to use a field/facility, the unused dates and times may not be assigned or transferred. These dates and times must be made aware to the Department immediately.

TENTS

If your tent is going to be more than 10x12 feet, than you will need get a tent permit. To download the Tent Permit Application, go to www.syracuse.ny.us, click on Departments, click on Fire, click on Permit Applications, and then the Tent Permit link. Follow the instructions on where and how to send the permit and payment to the Fire Department.

All tents need to be stamped as being flame retardant and should be weighted, not staked.

TABLES/CHAIRS/DECORATIONS

You are welcome to bring in additional chairs, tables or decorations for your event, but please note that you are responsible for obtaining the items and removing them from your site immediately following your event. This is especially important for weddings at Thornden Park, since the Rose Garden and Lily Pond might have as many as three or four weddings there on one day.

PICNIC TABLES

Some of the picnic shelters have tables; some do not. We do not have the inventory to supply additional tables. Please feel free to bring in additional tables and chairs if necessary.

PARKS STAFF

The Syracuse Parks Department reserves the right for staff to enter all fields, parks and facilities at any time during any and all use for observation.

PARKING/SERVICE ROADS

Please obey the Parking Signs posted in each park. Parking is restricted to parking lots and the perimeter roads in the parks. Service roads remain closed due to safety concerns. **NO VEHICLES MAY BE DRIVEN ON ANY FIELD AT ANY TIMES. NO CARS ARE ALLOWED INSIDE THOSE AREAS BLOCKED BY SERVICE ROAD GATES.**

ALCOHOL

NO ALCOHOLIC BEVERAGES ARE ALLOWED FOR COMSUMPTION OR SALE. Please be aware that violations are subject to penalty pursuant to City Ordinance.

MUSIC NO DJ’s, live music, or amplified sound is allowed in any park venue unless otherwise approved by the Commissioner of the Parks Department

A small, battery-operated radio is allowed. If you are having music, you must abide by the City of Syracuse Ordinance, Chapter 40, Noise Control Ordinance, Article 11, Sec. 40-16, *No person shall operate, play or permit the operation or playing of any radio, television, phonograph, drum, musical instrument, sound amplifier or similar device which produces, reproduces or amplifies sound: a) In such a manner as to create unnecessary noise across a real property boundary, except for activities open to the public and for which a permit has been issued by the administrator pursuant to rules and regulations promulgated by him, or by license issued by the commissioner of licenses.*

DEPARMTNET REFUND POLICY

We will not refund short notice cancellations that are no fault of this department or inclement weather.

- It is the applicant's responsibility to make written notification of a request to cancel to the Parks Dept.
- A cancellation fee of \$50.00 will be assessed to any permit application over \$200.00.
- Any revocation of a permit due to disciplinary action will not receive a refund.

Notification of Cancellation:

At least 30 days ahead of usage
 At least 5 work days ahead of usage
 After 5 day minimum

Refund:

Full Fee
 Half Fee
 \$0

Signature: _____ Date: _____

Print Name: _____

(Your signature indicates that you have read and agree to all the rules and regulations stated within the Public Programs Guidelines)

Violations may result in your permit being revoked on site.

**SYRACUSE POLICE DEPARTMENT
PARADE/PUBLIC ASSEMBLY PERMIT
(CITY ORDINANCE SECTION 16-35)**

Requesting Organization:	Name of Applicant/Representative:
Address:	Address:
Business Phone:	Business Phone:
Home Phone:	Home Phone:
E-mail:	E-mail:

Date of Application: _____ **Reason/Purpose of Application:** _____

PARADE APPLICATION:

Formation Location: _____ **Dispersal Location:** _____

Day/Date: _____ **Start Time:** _____ **Finish Time:** _____

Parade Route: _____

Sound System: YES _____ NO _____

Estimated Number of Participants: _____ **Number of Motor Vehicle:** _____
(see requirements on next page)

PUBLIC ASSEMBLY APPLICATION:

Explain the Public Assembly (concert, protest, demonstration, etc.): _____

Date(s) of Assembly: _____ **Start Time:** _____ **Finish Time:** _____

Location(s) of Assembly: _____ **Expected Number of Participants:** _____

Sound System: YES _____ NO _____ **Speakers Names:** _____

OFFICIAL USE ONLY:

Date of Issuance _____

Special Events Section _____

Support Services _____

Bureau Deputy Chief _____

*****Police Stipulations*****

**if box is checked see
attached sheet**

NOTICE TO PARADE/PUBLIC ASSEMBLY PERMIT APPLICANTS

Applicant/Authorized Representative, please be advised that the Syracuse Police Department does not provide police services free of charge for Parades/Public Assembly's where officers have to be brought in to cover the event. There will not be a charge for Police services when the Department determines that based on the size of type of event, routine patrol functions are sufficient. The Special Events Section will review the Police deployment and associated costs with the applicant (via telephone or face to face meeting) before the permit is issued.

The expense for each Officer will be based on the current hourly overtime rate. The number of officers assigned to an event will be determined by the Police Department taking into the consideration the type of event, location of event, alcohol being served, the number of participants and the level of street usage approved for the event. The event organizer will be required to reimburse the Syracuse Police Department for Police deployment associated with the event within 30 days of receiving the invoice for services rendered.

The Syracuse Police Department shall determine if the Parade/Assembly requires the closure of the entire street, 1/2 the street or no closure of the street. Participants may be directed to use the sidewalk, based on the day of the week, time of day, and participant's safety.

Two events will not be allowed to use the same route/assembly location without written permission of both requesting organizations and the approval of the Syracuse Police Department.

VEHICLE PARTICIPATION

Any motor vehicle participating in any parade or public assembly must meet all New York State Vehicle & Traffic rules and regulations, including a valid registration, current insurance coverage, current NYS Inspection and the vehicle must be operated by a driver licensed to operate the type of motor vehicle involved. Proof of this requirement must be available for all vehicles and all drivers at the time of the event and must be produced if a Syracuse Police Officer so requests. Any motor vehicle or driver who does not have such proof on the day of the event will not be allowed to participate in the event.

RULES & REGULATIONS

****This permit can be revoked due to emergency conditions that may arise before or during the course of the event for which granted, or for violations of any of the following regulations.****

- 1.)** The applicant should carry a copy of this permit on his/her person during the event and will be designated as the contact person available to Police Officers for the transmission of messages or directions to all persons participating or attending the event. If the applicant is not going to be on scene then another individual must carry the permit and make his position known to Police Officers on scene.
- 2.)** All persons participating in or attending the event shall obey the lawful commands of any Police Officer and shall conduct themselves in a lawful manner at all times.
- 3.)** Parades/processions will proceed at a constant pace and shall not be stopped (unless agreed to in advance, with Police) except upon direction of the Police.

- 4.) All sections/groups in a parade/procession shall remain in close proximity to each other and will not step out of line to perform independent maneuvers.
- 5.) The normal flow of traffic shall not be deterred except in instances where a Police Officer performs this disruption.
- 6.) If the actual number of participants exceeds the estimated maximum number of participants to the point that the Syracuse Police Department feels the assigned police coverage is not adequate to provide for a safe environment for the participants of the public in general, the Police Department can, at its discretion, delay or cancel the event.
- 7.) The following items are prohibited from being brought to or possessed by any participant in the event: Any and all firearms, swords, cane swords, knives of any type, baseball bats, flag poles, clubs or any item that may be used as a club, metal knuckles, plastic knuckles, fighting gloves or any gloves designed for the purpose of striking, chuka sticks, billy, blackjack, sand bag, sand club, sling shot, wrist brace type sling shot, shirken or "kung fu star", glass bottle, any bottle or container containing urine or other noxious liquid, mace, pepper spray, and container containing a noxious liquid or spray, shields or any sign of such size and material that may be utilized as a shield, any weapon or any unlawful use of an object as defined in Articles 265 and 270 of the Penal Law of New York.
- 8.) All participants in the parade or event consent to a search of any knapsack, bag and/or reasonable searches of persons and articles of clothing as the Syracuse Police Department determines is necessary or will be prohibited from participating upon refusal

I, the applicant, agree to all of the above:

Signature: _____ **Date:** _____

CONTACT INFORMATION:

Name: _____ Title: _____

Address: _____

Telephone Daytime: _____ Other Telephone: _____

Email Address: _____

**DEPARTMENT OF ENGINEERING
Facilities Management**

ELECTRICAL SPECIFICATIONS FOR SPECIAL EVENTS

EACH ORGANIZATION WILL NEED TO CIRCULATE THIS FORM TO ALL OF THEIR VENDORS. ANY QUESTIONS MAY BE ANSWERED BY CONTACTING THE CITY OF SYRACUSE'S ELEC. DEPT. AT 473-4407

The following is to be filled out by all vendors. Vendors should have their electrical request into the City Electrician no later than 1 week prior to their special event's scheduled date. For vendors that are involved in multiple events they will need to submit their requirements for each event. Every event is unique depending setup, power availability, and other logistics that are subject to change. Vendors that do not submit their requirements on time will have their electrical needs addressed last, IF THERE IS SUFFICIENT TIME AND POWER REMAINING.

NAME OF THE EVENT: _____ EVENT DATE(S): _____

VENDOR NAME: _____ CONTACT PERSON: _____

TYPE OF VENDING: _____ PHONE NUMBER: _____

TYPE OF EQUIPMENT	1-3 PHASE	VOLTAGE	WATTAGE	AMPERAGE	QUANTITY

ANY EQUIPMENT THAT IS TO BE USED AT THESE EVENTS ARE SUBJECT AN ELECTRICAL INSPECTION, BY THE ELECTRICIANS WORKING THAT EVENT. IF THIS EQUIPMENT IS IN AN UNSATISFACTORY CONDITION (UNSAFE OR INCORRECTLY WIRED) THIS EQUIPMENT WILL BE DISCONNECTED OR NOT HOOKED UP AT ALL. THIS CALL IS MADE BY THE CITY ELECTRICIANS AND BECAUSE OF SAFETY REGULATIONS IS NOT NEGOTIABLE.