

# APPLICATION FOR A SPECIAL EVENT



CITY OF CANANDAIGUA  
City Manager's Office  
2 North Main Street  
Canandaigua, NY 14424  
(585) 396-5000 x 5000 Fax (585) 396-5016



**Processing Fee of \$75.00 must accompany this application for the review process to begin.**  
**All processing fees are non-refundable. Applications must be submitted a minimum of 45 days prior to the event.** *Applications submitted without the fee or less than 45 days before an event will not be processed.*  
**PLEASE READ ALL RULES, REGULATIONS, POLICIES AND PROCEDURES**

## SPONSOR INFORMATION

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**EMAIL Address:** \_\_\_\_\_ **Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

## EVENT INFORMATION

**Name of Event:** \_\_\_\_\_  
**Date(s) of Event:** \_\_\_\_\_  
**Purpose:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Attendance Estimate:** \_\_\_\_\_

## TYPE OF EVENT (SELECT ONE) –See Definitions on pg 4

**FESTIVAL**  Set up Time/Time of Assembly: \_\_\_\_\_  
**BLOCK PARTY**  Date of Set up: \_\_\_\_\_  
**PARADE**  Take-Down Time/Time of Disbandment: \_\_\_\_\_  
**RACE WALK**  Date of Take down: \_\_\_\_\_  
**OTHER EVENT**  (Please Specify) \_\_\_\_\_

**EVENT ACTIVITIES (FILL OUT ALL THAT APPLY)**

**Activities Planned: (Entertainment, Vending, Fireworks, Gaming etc. Please attach any additional information that will help explain your event such as a flyer):**

**Bathroom/Porta-potty arrangements?**

**Facility Rental Needed?**

*Please complete appropriate reservation form*

**Clean Up Arrangements:**

**Street(s) To be Closed:**

**Will Alcoholic Beverages be Served/Sold?**

**Sold?**

**Will You Have a Tent?**

**Size of Tent:**

**Will Do Open-Flame Cooking?**

**Size of grill surface:**

*(Please refer to Rules on pg 6 and Fees on pg 7 for tent and cooking inspections)*

**FOR PARADES/RACES/WALKS: (Attach Map of Route – REQUIRED FOR APPLICATION)**

**Event held on (Select one):**      **Sidewalk**       **Street**

**Place of Assembly:**      **Place of Disbandment:**

**Number of Volunteer Marshals Provided by your Organization:**

**Approximate Number of Parade Units/Participants:**

**Entrance Fee (\$):\$      Pre-Registration Required:**

**SPECIAL EQUIPMENT/SERVICES REQUESTED**

*Fees may be charged for these services*

ITEM	QUANTITY	NECESSARY DETAILS
<b>Facility/Pavilion Rental</b>		
<b>Traffic Cones</b>		
<b>Litter Barrels</b>		
<b>Barricades</b>		
<b>Snow Fencing (ft)</b>		
<b>Traffic Control</b>		
<b>Police Escort</b>		
<b>Special Services</b>		

**SIGNS (See Rules on Page 6)**

**ALL SIGNS ON CITY PROPERTY MUST BE APPROVED BY COUNCIL**

**Number of Signs:**      **Size:**

**Where Located:**



## POLICIES AND PROCEDURES

### GENERAL POLICY STATEMENT

The City of Canandaigua (“City”) establishes a policy for a uniform method of processing applications and regulations of Special Events held within the City. This policy shall apply to all special events that take place on property owned or controlled by the City. Any person or organization wishing to sponsor or hold a Special Event in the City will be required to complete a Special Event Application and obtain proper Permits.

### GENERAL INFORMATION

#### 1. Vendor License Requirements

- All food/beverage vendors must have valid New York State Health Department licenses. Additionally the City must inspect all food vendors’ cooking devices. This inspection requires an Operating Permit. A vendor acting through a Special Event Permit shall not be required to obtain a Vendor License under Chapter 538 of the Municipal Code. The inspection for such permit is \$60 per inspector per hour. Food/Beverage Vendors are responsible for any and all fees related to obtaining a food license.
- Food/Beverage Vendors are required to comply with all Ontario County Health Department or all New York State Health Department rules and regulations for Temporary Food License Facilities.
- Food/beverage vendors should contact the Health Department well in advance of the event date.

#### 2. Signs.

If signs and banners are going to be displayed throughout the City, the sponsor must provide detail of the signs in the application with respect to sizes, numbers, and locations where signs will be displayed. The permit holder is not authorized to place signs in City right of ways or in the Main Street median, unless the Permit provides otherwise. Should this occur, the Code Enforcement Department is authorized to remove such signs. Continued placement could lead to revocation and cancellation of the Special Events Permit. Signage can be placed on private property with the consent of the owner and in accordance with the City’s sign ordinance. All signs must be removed the day after the Special Event. If the City removes the signs after that period the event sponsor will be responsible for a fee of \$50 per sign removed.

#### 3. Tents.

Tents and membrane structures larger than 200 square feet and canopies larger than 400 square feet, whether on public or private property, require an inspection by the City and an Operating Permit. The inspection for such permit is \$100 per inspector per hour. For information regarding the installation of tents the applicant must contact the Fire Department at 585-396-5050.

#### 4. Block Parties.

As a condition of Permit Approval, for first-time events at least 60% or the residents must agree to have the street closed and 100% of the residents on streets to be closed must be notified in writing at least 3 weeks prior to the event. A signed petition and Street Closing Permit must be attached to the application. Permittees must ensure that attendees comply with the City’s Noise Ordinance and Alcohol Policy. Street Closures shall be limited to one block and street barricades must be placed only at street intersections. Insurance is not required for a Block Party.

#### 5. Refuse.

At the conclusion of the Special Event all refuse must be disposed of properly and the site returned to its condition prior to the Special Event

#### 6. Prohibited Activities.

No games of chance, amusement rides, or bounce houses are permitted on public property.

## FEES FOR SPECIAL EVENTS

Excepting the Downtown Business Improvement District, fees shall be charged for City services provided to Special Events as follows:

**Application Fee.** At the time of the submission of an application for a special event, the applicant shall pay a non-refundable processing fee of fifty (\$75.00) dollars.

**Hourly Rate** shall be the hourly rate, as established by the City Administration, for any employee working on a special event outside of standard work hours. Hourly Rate shall include expenses related to the employee including fringe benefits, or as established by the City.

**Equipment Rental:** City equipment required for an event shall be charged to the event if used during other than normal work hours. The rate for equipment shall be a reasonable rate as determined by the Director of the Public Works Department.

**Replacement Fee:** There is a replacement fee for any equipment that is not returned in the same condition in which it was delivered. Following are some replacement costs for equipment: plastic litter barrels @ \$20 each, barricades @ \$100 each, snow fencing @ \$25 per 50-foot roll, cones @ \$15 per cone.

**Other Out of Pocket Expenses:** Actual cost of other expenses such as electrical supplies, solid waste removal, cost of mailings, and equipment rental charges will be charged back to the event.

**Inspection Fees.** Use of a tent that is larger than 400 square feet, regardless of whether on public or private property and/or the commercial outdoor cooking of food require separate inspections and permits by the City of Canandaigua. The applicant is responsible for obtaining these permits at the current inspection rate of \$100.00 per inspector per hour, with a minimum of 1 hour. **It is the responsibility of the event coordinator to contact the fire department to schedule inspections at 396-5050.**

**Park and Facility Rental Fee:** An additional fee is to be made for the rental of any parks or pavilions. The fee will be assessed and paid upon the fees listed on the Park and Facility Use Form. The fee is billed with the final Special Event invoice. Please note: the rate for the full-day Gazebo rental is \$200/day.