

# 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 \$50.00 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:**

**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**

**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):**

**Security Arrangements:**

**Clean Up Arrangements:**

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

**Will Alcoholic Beverages be Served?**

**Sold?**

**Will You Need 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:**

**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
Traffic Cones		
Litter Barrels		
Barricades		
Snow Fencing (ft)		
Traffic Control		
Police Escort		
Special Services		

**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.

### DEFINITIONS

**Block Parties:** A block party is defined as an event which is organized and held by residents of a street as a SOCIAL event. No attendance or participation fees are charged. However, food, goods and services are often donated to support the event. If Block Party attracts people beyond the street, the event is NOT considered to be a block party.

**Festival:** An event is defined as a festival if one or more of the following activities occur: (1) An admission fee is charged; (2) Vendors sell products/wares; (3) Carnival games/amusement rides are offered for a fee; (4) Attendance is double the estimated population in the area where the event is to be held; (5) Purpose of event is a fundraiser; (6) Interference with parking and safe movement of pedestrians and/or vehicular traffic in the area; (7) If alcoholic beverages are sold; and (8) If electrical energy is used for amplification and/or lighting.

**Impromptu Special Events** – Opportunities for positive public use of City resources with little or no advance notice, for example a school field trip to the Public Safety Department, a Boy Scout civil service program or traffic control for a political motorcade.

**Permit** – Written consent issued by the City Manager indicating permission to hold the event pursuant to this policy.

**Public Property** – City owned property, including but not limited to buildings, parks, rights of way and parking lots and City services, including but not limited to Public Works, Public Safety and Administration.

**Public Special Event** – An event open to the general public for the benefit of public or not-for-profit entities or purposes.

**Private Special Event** – An event not open to the general public or an event held to generate revenue for private entities or purposes.

**Recurring Special Event** – A public or private special event held in consecutive years following initial City Council action approving said event.

### PROCESS:

1. All special event requests, other than Impromptu Special Events, shall be submitted to the City Manager's Office on the City's *Application for Special Events* and include any information requested on the application along with a check in the amount of fifty (\$50) dollars for processing the application. This application fee is non-refundable.
2. In order for the application to be processed, said application with the processing fee must be submitted forty-five (45) days prior to the scheduled event. Incomplete applications or applications submitted less than 45 days prior to the event will not be processed.
3. Upon submittal of the application the City Manager will forward the application to the various Department Heads for their review and comments related to whether: 1) the proposed location is adequate for the size and nature of the event; 2) the event does not unreasonably interfere with the activities of people living or working in the area; 3) the event is not likely to cause injury to persons or property; 4) the event does not create a disturbance, cause disorderly conduct, or encourage or result in violation of the law; 5) the availability of city personnel and equipment; and 6) any other

concerns related to the general health and safety of the public. Any conditions, including alternate routes or sites to ensure the health and safety of the citizens may be set by the City Council, City Manager or Department Head, and shall be incorporated into the granting of any permit.

4. The application will be also be forwarded to the Office of the Clerk/Treasurer for review and determination of insurance coverage requirements. The City shall require that all sponsors of special events, excluding Block Parties, provide general liability insurance coverage in the minimum amount of one million dollars. Festivals and Races shall provide a minimum of two million dollars general liability insurance. The City may require the sponsor and/or vendor to provide higher levels or insurance, coverages, and policies as deemed necessary based on specific event risk factors and review by the City's insurer. After reviewing the description of the event and potential risk factors, the City will notify the sponsor of what insurance specific coverage is needed. At least 20 days prior to the event an event sponsor shall be required to provide a valid Certificate of Insurance naming the City of Canandaigua as an additional insured.
5. The City may place additional requirements on any event. These requirements may include specific staffing levels for Police, Fire, Paramedic, Public Works or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of this policy and the fee schedule. Where possible during the review process Department Heads will provide estimates of anticipated work performed by City Personnel and related costs.
6. After review of the application from the various departments, the City Manager is hereby authorized to permit certain events on City property or the use of Public Property provided such use is for the benefit of the public and, in the judgment of the Manager; such use is consistent with the goals and directives of the City Council. Such administrative approval is limited to Impromptu and Recurring Special Events. Prior to approval the City Manager shall forward copies of requests for these Special Events to the next scheduled Committee for discussion and direction. All other Special Events shall be presented to the City Council for review and approval or denial. Special Events that are approved by Resolution of City Council and are conducted in accordance with the terms of the granted Permit shall be considered a recurring event in future periods. Such events may be administratively approved provided individual Council members do not request repeated Council review. All permits will be granted on a first-come, first-served basis.
7. If an application is denied, the applicant may appeal the decision through an Article 78 proceeding.
8. If the permit is approved, on the day of the event the Police Department and Public Works Department will provide personnel and equipment in accordance with the terms of the permit to provide adequate traffic control and assistance to ensure that the health, safety and welfare of the citizens of the City are protected.
9. The applicant will be required to execute an Indemnity Agreement holding the City harmless for any and all accidents, claims, etc., which may occur as a result of such an approved event.
10. Permit holders are on notice that if situations develop that effect the health, safety and welfare of residents, the Police Department, Fire Department, Code Enforcement Office, or the Public Works Department are authorized to cancel the event at any time.
11. On the day of the event, the permit must be available and ready for display upon the request of the Police, Fire Department, Code Enforcement and/or Public Works Department. In the event that the applicant has not paid the appropriate fees and picked up the permit, or if the permit is not at the scene of the event, or a permit was not applied for, the event will not be allowed to occur.

## **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. Two Or More Applications For The Same Event Date**

In the event that two or more Special Event Applications are received for the same date and time prior to the approval of either event, the date and time that each application was received by the City shall determine the order of preference. Once a Special Event approval has been granted, it shall be the policy of the City to not award further permits for the same date, time, and general location. In the event that two or more Special Event Applications are received at the same time for the same date and time, the City Manager has authority to resolve date and time conflicts with the sponsors filing each application.

### **3. 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.

### **4. 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 \$60 per inspector per hour. For information regarding the installation of tents the applicant must contact the Fire Department at 585-396-5050.

### **5. Block Parties.**

As a condition of Permit Approval, for first-time events at least 60% of 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.

### **6. 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

### **7. 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 (\$50.00) 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 \$60.00 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:** A **separate application** is to be made for the rental of any parks or pavilions. The fee will be assessed and paid upon submission of the Park and Facility Use Form. Separate rules and regulations are on that form. To reserve a park please call the Department of Public Works at 585-396-5060.