



# Application for Special Events

Bureau of Communications • Office of Special Events • 30 Church St., 202A • Rochester, NY 14614  
585-428-6690 • fax: 585-428-7991

It is the policy of the City of Rochester to encourage the occurrence of special events that enhance quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors, and contribute to the dynamic atmosphere of the community. It is the City’s intent to offer applicants support in planning a wide variety of safe and successful events that will serve diverse audiences and will create minimal disruption to surrounding areas.<sup>1</sup>

The Office of Special Events requires completion of this application for all events taking place on public property, including but not limited to streets, sidewalks, parks, and trails. Please review and complete the application with as much detail as possible.

1. Completed applications -accompanied by corresponding fees & necessary attachments- should be sent to City of Rochester, Communication Bureau, Office of Special Events, City Hall, Room 202A, 30 Church Street, Rochester, NY 14614.
2. Upon receipt, applications will be reviewed by Special Events staff and an interdepartmental team including the Rochester Police Department, Rochester Fire Department, the Department of Environmental Services, and others depending on the nature of the application.
3. Departments may reach out to the applicant directly to discuss the event, work to resolve any issues, and satisfy necessary requirements.
4. Applicants should not announce or advertise an event until granted permission to do so by the City.
5. Applicants should be aware that events may be assessed fees related to street closures, fire safety inspections, emergency planning, the rental of City equipment associated with these items, or other City service fees.
6. Once an event is approved, the Office of Special Events will issue a permit via mail or e-mail to the applicant.

EVENT TYPE	APPLICATION FEE	APPLICATION DEADLINE: NO LATER THAN...	DESCRIPTION
Festival	\$200	4 months prior to the event.	A festival has one or more of the following: (1) Outdoor entertainment; (2) Vendors selling food products or wares; (3) Carnival games/amusement rides; (4) Attendance doubling the estimated population in the area where the event is to be held.
Moving Athletic (Race/Walk)	\$100	2 months prior to the event.	Includes races, runs, walks, or other athletic competitions that take place on streets, sidewalks, or trails. Walks will take place on sidewalks or trails unless the Police Department determines that the size of the event requires the use of streets.
Parade/Motorcade	\$100	2 months prior to the event.	A parade is a public procession or march on the street.
Block Party	\$40	See the block party application.	See the block party application.
Other	\$70	One month prior to the event	If the event does not fit under one of the categories above, it may be classified as “other.” Staff will make the determination. Examples: Openings, Dedications, Rallies, Demonstrations, Film Shoots.

After reviewing the application, the City reserves the right to make the final determination on event type.

<sup>1</sup> Via City of Rochester Ordinance 2012-444, amending Section 111.54 of the City Code.

**OFFICE USE ONLY**

<b>ALL EVENTS:</b>	
Application (completed pgs 3-9)	<input type="checkbox"/>
Insurance	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Route, written (parades, moving athletic)	<input type="checkbox"/>
Route, map (parades, moving athletic)	<input type="checkbox"/>
<b>EVENTS WITH STREET CLOSURES:</b>	
Evidence of Neighborhood Support	<input type="checkbox"/>
Copy of Notification Letter	<input type="checkbox"/>
<b>EVENTS WITH ALCOHOL:</b>	
Appendix B: Alcohol Application	<input type="checkbox"/>
Copy of New York State Liquor Authority liquor license	<input type="checkbox"/>
Dram Insurance	<input type="checkbox"/>
<b>EVENTS IN CITY OR COUNTY PARK:</b>	
City or County Park Permit or Application	<input type="checkbox"/>
<b>EVENTS ON PRIVATE PROPERTY:</b>	
Property Owner's Written Permission	<input type="checkbox"/>

<b>FOR OFFICE USE ONLY</b>		Date Application Received: _____
Application Fee Paid: _____	DES Fee Paid: _____	Insurance Certificate Received on: _____
		Receipt No: _____

**REQUIRED EVENT INFORMATION**

You must complete all the fields below.

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ to \_\_\_\_\_

Time of event: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Set up time: \_\_\_\_\_ AM/PM Break down time: \_\_\_\_\_ AM/PM

Purpose of Event: \_\_\_\_\_

Applicant Name:\* \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Event website: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Has the event been held in Rochester in previous years? Yes  No  If yes, date last held: \_\_\_\_\_

**EVENT TYPE**

Festival  Moving Athletic Event (Race/Walk/Cycling)  Parade/Motorcade

Other  If "other," specify: \_\_\_\_\_

**LOCATION INFORMATION**

FOR ALL EVENTS, please check all that apply:

Street:  Sidewalk:  Park:  Trail:  Other:  \_\_\_\_\_

FOR MOVING ATHLETIC EVENTS & PARADES/MOTORCADES:

Written route is attached:  Map of Route is attached:

Place of Assembly: \_\_\_\_\_ Time of Assembly: \_\_\_\_\_

Place of Disbandment: \_\_\_\_\_ Time of Disbandment: \_\_\_\_\_

**ATTENDANCE INFORMATION**

ALL EVENTS: Estimated TOTAL Attendance (includes all attendees, participants, staff, vendors, spectators, etc): \_\_\_\_\_

FOR MOVING ATHLETIC EVENTS & PARADES/MOTORCADES: Number of participants: \_\_\_\_\_ Number of marshals: \_\_\_\_\_

FOR PARADES/MOTORCADES: Number of vehicles: \_\_\_\_\_ Number of units: \_\_\_\_\_

**STREET CLOSURES**

The City will ultimately decide if streets are closed for special events. See "Street Closure" & "Notification" section in worksheet for information on what applicants can do to show support for their event & subsequent street closure. The City will assist in determining the notification requirements that the applicant must make for the closure based upon event size, impact/reach, duration, event history, etc.

STREET NAME	FROM....	TO....	TIME CLOSED	TIME OPENED

\*NOTE: Applicant is also the responsible person/contact person for the City throughout the event's planning as well as on-site during the event.

**EVENT ELEMENTS: Complete all items that apply to the event.**

ELEMENT	DESCRIPTION	INFORMATION NEEDED
<b>ADMISSION/ REGISTRATION CHARGE</b>	Moving athletic events may charge for access to a closed public street, via a registration fee. Other events may only charge admission to enter a closed city street with a special waiver from the Director of Communications. Contact the Office of Special Events for details. (585) 428-6690.	Registration fee: \$ _____
<b>ALCOHOL SALE/USE</b>	If you plan to sell/consume alcohol at your event, you must read, complete, and attach Appendix B.	Appendix B attached: <input type="checkbox"/>
<b>AMBULANCE/MEDICAL PRESENCE</b>	Per NYS Dept of Health, Emergency Medical Services are required for events with projected attendance of 5,000 or more. See <a href="http://www.health.ny.gov/professionals/ems/part18.htm">http://www.health.ny.gov/professionals/ems/part18.htm</a>	If your event will have 5,000 or more people, list your ambulance provider: _____
<b>AMERICANS WITH DISABILITY ACT COMPLIANCE</b>	Event planners have a responsibility to make sure event sites are accessible and barrier-free. Refer to <a href="http://www.health.ny.gov/publications/0956/">http://www.health.ny.gov/publications/0956/</a>	Do you have an accessibility plan in place? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, attach plan or show on site plan.
<b>AMPLIFIED SOUND/ PRODUCTION</b>	Amplified sound at a special event must end by 10 p.m.	The event features entertainment (live performances, DJ): <input type="checkbox"/> Name of vendor providing the sound/production equipment: _____
<b>ANIMALS</b>	For safety and clean-up purposes, please let us know if the event will have animals.	If the event has animals, how many? _____ What kind of animals & how will they be incorporated?: _____
<b>CITY-OWNED LOTS</b>	In addition to this application, events utilizing a City-owned lot must sign a lease agreement with the City. Call Real Estate (585) 428-6951.	Contacted Planning & Zoning for a lease agreement: <input type="checkbox"/>
<b>EQUIPMENT RENTAL</b>	Barricades, barrels, show wagon, bike racks, and other City equipment are available to rent.	The event will require rental of City equipment & "City Services" form following this table is filled out: <input type="checkbox"/>
<b>FIREWORKS</b>	Only New York State licensed pyrotechnicians are allowed. A pyrotechnics permit issued by the Rochester Fire Department is required. Call (585) 428-7037.	The event will feature fireworks; Fire Department contact has been made: <input type="checkbox"/>
<b>FIRE SAFETY FUEL, COOKING</b>	Depending on the event, a fire safety inspection or a fire safety standby detail may be required before and/or during the event. <i>Costs will be determined by the Rochester Fire Department. Site plans for vendors utilizing fuel should be readily available for the Fire Department to review. Event organizers are required to become familiar with the Fire Safety Details found in Appendix C.</i>	Please check all that apply to the event. <u>Cooking Sources:</u> Propane/Natural Gas <input type="checkbox"/> Solid Fuel i.e. Wood, Charcoal <input type="checkbox"/> Electric <input type="checkbox"/> <u>Non-cooking Demonstrations Utilizing:</u> Propane <input type="checkbox"/> Pyrotechnics <input type="checkbox"/> Open Flames <input type="checkbox"/>
<b>FOOD/ BEVERAGE VENDING</b>	All vendors at the event must have a Monroe County Department of Health permit. Call (585) 753-2991.	The event will have food/beverage vending and event organizer will ensure all vendors will obtain a Monroe County Dept of Health permit: <input type="checkbox"/>
<b>FOOD TRUCKS</b>	Licensed food trucks are allowed within the footprint of an event.	The event will have food trucks: <input type="checkbox"/>
<b>GARBAGE/LITTER PLAN</b>	Consider the disposal of garbage throughout the duration of the event. Where will you locate garbage receptacles? How will you remove garbage from the event? Will you use staff or hire a company? During? Afterwards?	How will you dispose of garbage generated by your event? (attach a plan if necessary): _____ Garbage company: _____

ELEMENT	DESCRIPTION	INFORMATION NEEDED
<b>INSURANCE</b>	<p>General Liability Insurance, in the amount of \$1,000,000 per occurrence is required for: all festivals, moving athletic events (runs, walks), and other events as determined by the City. Insurance certificates must be received before your permit is issued.</p> <p>Insurance certificates MUST:</p> <ol style="list-style-type: none"> <li>1. Name the "City of Rochester, 30 Church St, Rochester NY 14614" as additional insured.</li> <li>2. Include the name and date of your event in the description space.</li> <li>3. Match applicant name or sponsoring organization as insured party.</li> </ol> <p>Please also be prepared to email a copy of the insurance to the staff person coordinating your event.</p>	<p>Insurance attached <input type="checkbox"/></p>
<b>NOTIFICATION to NEIGHBORS/ BUSINESSES</b>	<p>The applicant is required to notify all residents, businesses, places of worship and schools that are impacted by street closures and/or activities related to the event. Notification boundaries are typically ¼ mile surrounding the event or route. Refer to Appendix A for additional details.</p>	<p>Appendix A has been read <input type="checkbox"/></p> <p>Copy of Notification Letter Attached <input type="checkbox"/></p>
<b>PARK USAGE</b>	<p>If the event is in a City park, obtain a Parks Facility Use Permit before applying for a Special Events Permit. Download it at <a href="http://www.cityofrochester.gov/eventpermit">www.cityofrochester.gov/eventpermit</a> or call (585) 428-6770.</p> <p>If the event is in a County park (Highland, Genesee Valley Park East, Ontario Beach Park) you must obtain a parks permit from Monroe County before applying for a Special Events Permit. Download it at <a href="http://www.monroecounty.gov/parks">www.monroecounty.gov/parks</a> or call (585) 753-7281.</p>	<p>Proof of Reservation of City Park Attached <input type="checkbox"/></p> <p>Proof of Reservation of Monroe County Park Attached <input type="checkbox"/></p>
<b>PARKING</b>	<p>Events should consider locations that have sufficient parking options. When attendance is projected to be greater than nearby parking can accommodate, shuttles or other means of attendee access should be considered.</p>	<p>Where will event participants park? _____</p> <p>How many parking spaces are available at these locations? _____</p> <p>Will a shuttle from a distant parking location to the event be necessary? _____</p>
<b>PARKING METERS/PAY STATIONS</b>	<p>If your event is on a street where there are parking meters or pay stations, you will need to pay for the parking spaces in the area. Call the Parking Bureau at 428-7986.</p>	<p>Amount of meters to be bagged: _____</p> <p>Location of meters. _____</p> <p>I have contacted the Parking Bureau and spoke with: _____</p>
<b>PEAK ATTENDANCE</b>	<p>For safety reasons, the Fire and Police Departments need to be aware of the anticipated peak attendance hours of your event.</p>	<p>Dates and hours of expected peak attendance: _____</p> <p>Estimated attendance at peak: _____</p>
<b>POWER SUPPLY</b>	<p>All portable wiring and equipment shall be installed in accordance with Article 525 of the 2008 National Electrical Code. The use of electrical wiring, cords or cable assemblies must be UL listed, and be of the proper type and wire size. Rides and Concession stands shall be provided</p>	<p>Will event require electrical power? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes: <u>Contact Person for Electrical Questions or Electrician Associated with the event:</u> _____</p> <p>Name: _____</p> <p>Phone: _____</p>

ELEMENT	DESCRIPTION	INFORMATION NEEDED
<b>POWER SUPPLY CONT'D</b>	<p>with a disconnect switch within 6 feet of the operators station.</p> <p>GFCI Protection is required on all non-locking type receptacles or where readily accessible to the general public.</p> <p>Egress lighting shall not be protected by a GFCI.</p> <p>Equipment bonding and grounding shall comply with the 2008 NEC.</p> <p>NOTE: Electrical permits must be obtained for the installation of privately owned service equipment or any other wiring directly connected to utility power source.</p>	<p>Power source (select all that apply)</p> <p>Private Generator <input type="checkbox"/></p> <p>Utility-provided Power Station <input type="checkbox"/></p> <p>Private power source <input type="checkbox"/></p> <p>Power distribution plan (explain): _____</p> <p>If you have any question please contact:            Dave Wilkinson (585) 428-7435            Richard Fornataro (585) 428-7745            Vaughn Langless (585) 428-6576</p>
<b>PRIVATE PROPERTY USE</b>	<p>If the event is utilizing private property (ex: parking lots, indoor space), you must obtain a temporary certificate of zoning compliance. Complete this application AND provide written permission from the property owner/manager.</p>	<p>Private property owner permission attached <input type="checkbox"/></p>
<b>RECYCLING</b>	<p>Your event is required to have a recycling plan.</p>	<p>Recycling plan details:            _____</p>
<b>REST ROOMS</b>	<p>Restrooms are required for outdoor events.</p>	<p>Restrooms planned/vendor:            _____</p>
<b>ROUTE</b>	<p>If the event is a moving athletic event or parade, you are required to submit a detailed route in BOTH map form and written form. Standard online mapping programs are preferred over handwritten maps. For written routes, use street directions, for ex: "run heads north on State Street, east on Main Street, etc."</p>	<p>Written Route attached <input type="checkbox"/></p> <p>Map of Route attached <input type="checkbox"/></p>
<b>SITE PLAN</b>	<p><b>For all events</b> on City streets, parks, lots, or on private property, a detailed site plan <b>MUST</b> accompany the application.</p> <p>Site plans must label the following:</p> <ul style="list-style-type: none"> <li>• All entrances and exits,</li> <li>• Stage,</li> <li>• Food vendors,</li> <li>• Other vendors,</li> <li>• If alcohol is served, its gated location,</li> <li>• Restrooms,</li> <li>• Power supply connections,</li> <li>• Tent locations and sizes,</li> <li>• Security guard placement, and</li> <li>• Location of barricades &amp; other City-requested equipment.</li> </ul> <p>Dimensions are required <i>on all festival site plans!</i></p>	<p>Site Plan Showing Required Items Attached <input type="checkbox"/></p>
<b>SECURITY PLAN</b>	<p>Festivals (and other events depending on size) require the use of professional security companies licensed by New York State. Companies must be approved by the Rochester Police Department.</p>	<p>Security Company: _____            Contact Person at Security Company: _____            Phone Number: _____</p>
<b>STAGE</b>	<p>Stages at events should be erected and inspected by a professional rental or production company.</p>	<p>Stage Vendor: _____            Phone Number: _____            The phone number provided should be a contact available for stage issues 24/7.</p>

ELEMENT	DESCRIPTION	INFORMATION NEEDED
<b>STREET CLOSURE</b>	When approving street closures for festivals (or other events that it determines), the City will consider documented support from the neighborhood along with overall public support of the event when approving street closures. Applicants must show documented proof of support for the event such as, but not limited to emails/letters of support from affected residents, attendees, proof of participation at or communication with neighborhood or business association meetings, and other proof of local engagement and agreement.	Support for street closure/event attached <input type="checkbox"/>
<b>TENTS</b>	If the event has any tent larger than 200 sq. ft., call the Planning & Zoning Permit Office at (585) 428-6526 or visit City Hall, Room 125B. Be prepared to show proof of flame retardancy for these tents.	The event has tents larger than 200 sq, ft, and I have applied for a permit from the Planning & Zoning Permit Office. <input type="checkbox"/>
<b>TRAIL USAGE</b>	You must attach proof of the following permits to this application. If your event is in a City park, you must obtain a Parks Facility Use Permit before applying for a Special Events Permit. Download it at <a href="http://www.cityofrochester.gov/eventpermit">www.cityofrochester.gov/eventpermit</a> or call (585) 428-6770. If your event is in a County park (Highland, Genesee Valley Park East, Ontario Beach Park) you must obtain a parks permit from Monroe County. Download it at <a href="http://www.monroecounty.gov/parks">www.monroecounty.gov/parks</a> or call (585) 753-7281.	City Parks Facility Use Permit Attached <input type="checkbox"/>  Monroe County Parks Permit Attached <input type="checkbox"/>
<b>WATER HYDRANT ACCESS</b>	Water hydrant usage requires a permit from the Water Bureau. Call the Water Bureau at (585) 428-6464.	I have contacted the Water Bureau and spoken with: _____
<b>WATER ACTIVITY</b>	On-water activity on the Genesee River, Lake Ontario, or Erie Canal: Call the U.S. Coast Guard (585) 342-4149.	I have contacted the U.S. Coast Guard and spoken with: _____

## CITY SERVICES

### EQUIPMENT RENTAL

- Include exact location of all equipment drop off on your site plan.
- Payment may be required at application.
- Replacement costs for equipment: metal barricades @ \$110 each, snow fencing @ \$25 per 50 foot roll.
- Additional charges may apply for use of equipment outside of city limits.

ITEM	QUANTITY	DROP-OFF DATE	DROP-OFF TIME	PICKUP DATE	PICKUP TIME	DROP-OFF/PICK-UP ADDRESS/LOCATION
Cardboard Barrels (for trash) (\$3.00 per unit)						
Metal Barricades, 8ft (\$7.00 per unit)						
Snow Fencing (\$2.50 per 50ft roll)						
30 Yard Roll-off (\$152.50 rental fee, \$48.90/ton disposal fee)						
Asphalt Ramp (3'x10' installed and removed: \$260 per unit)						
Show Wagon (\$450 for 6 hours + \$50 ea. additional hour)						
Bicycle Racks ( 4), each hold 14 bikes \$8 each						
Portable Bleachers, seats 150 (\$300 for 72 hrs)						

### POLICE SUPPORT

Final determinations on the type and level of police support your event requires will be determined by the police department.

SERVICE TYPE	CHECK IF NEEDED	OTHER DETAILS
Traffic Control (for closures)		
Police Escort		
Special Attention		



**RULES AND REGULATIONS**

**The Applicant:**

1. Is the event’s responsible person and will be available on site for entire event.
2. Will perform all required maintenance and clean-up of entire site during and after event.
3. Is responsible for payment for costs related to event and any damages to area or equipment.
4. Must possess permit during event.
5. Is responsible for all the activities permitted hereunder which must be operated in conformity with all applicable laws and regulations including, but not limited to, all safety and health laws as may apply. Participants are to obey all traffic control devices and/or police commands.
6. Is responsible for security to protect the internal operations of said activities.
7. Must not advertise the event until approval to do so from the City of Rochester/Bureau of Communications.

The Special Event Permit is not transferrable.

**The City:**

1. Reserves the right to determine to whom permits are issued.
2. Reserves the right to determine if, and when, streets will be closed for an event.
3. Can cancel the permit if the permittee is in violation of the terms and conditions of permit.
4. Is NOT responsible for any sums of money expended by applicant in anticipation of the planned activity.

Applicant hereby agrees to indemnify and hold harmless the City of Rochester, its officers and employees from any and all claims of damage to persons or property that may result from the activities permitted hereunder. The applicant shall, if requested, furnish Corporate surety or proof of insurance for such indemnity and in such amount as may be deemed requisite.

State of New York  
County of Monroe ss:  
City of Rochester

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the true named applicant, or representative of said applicant, that the statements in said application are true, and that I have read and understand the rules and regulations.

Signature  
Applicant: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Commissioner of Deeds/ Notary Public Expires: \_\_\_\_\_

### Event Notification Requirements for Impacted Area

1. The applicant is required to notify all houses, churches, and businesses along the closure of your event.
2. The applicant should pay special attention to churches and businesses that will be open during event hours.
3. The applicant is responsible for seeing that business tenants and residents on upper floors or in multi-unit buildings receive the same notification and consideration as street-level tenants.
4. The applicant must notify Rochester Genesee Regional Transportation Agency if their event impacts bus routes.
5. The notification must be delivered no later than two months prior to the event.
6. The applicant is required to work with individuals and business owners and to accommodate possible issues or conflicts in advance.
7. The notification letter must include:
  - a. Name of the event
  - b. Type of event
  - c. Event Date(s)
  - d. Event Hours
  - e. Street Closure Date (s)
  - f. Street Closure Hours
  - g. Name of streets to be closed
  - h. Name of the business or organization hosting the event
  - i. Event Contact Person
  - j. Event Contact Phone
  - k. Event Contact E-mail
8. A copy of the event notification must be received by the City no later than one month prior to the event.
9. Depending on the event's scale, impact, or history, applicants may be required to show the City proof of notification delivery via a signed document listing the addresses that were notified.
10. Check with your Neighborhood Service Center (NSC) if you need help identifying neighborhood organizations.
  - Southwest NSC – 923 Genesee Street, 428-7630
  - Southeast NSC – 320 N. Goodman St, Suite 209, 428-7640
  - Northwest NSC – 71 Parkway, 1<sup>st</sup> floor, 428-7620
  - Northeast NSC – 500 Norton Street, 428-7660
11. New events should confer with the Office for guidance on earlier notification requirements.

Once approved, the notice must then be mailed or hand delivered to designated impacted areas at least two weeks prior to your event (or sooner per the level of impact of the event). Information on the notice should include, but not be limited to: the name of the event, date(s), time(s), location, type of activity and telephone number of where the public can contact your organization for concerns. Direct phone calls and attendance to neighborhood association meetings may also be required. Failure to comply with notification requirement may result in the forfeiture of the use of city property for the event. Verification of neighborhood notification is required.

**ALCOHOLIC BEVERAGES PERMIT APPLICATION  
FOR THE SALE, DISPENSING & CONSUMPTION  
OF ALCOHOLIC BEVERAGES in PUBLIC SPACE**

The City of Rochester's Director of Communications is authorized to issue permits for the sale, dispensing and consumption of alcoholic beverages in certain parks, facilities, and public spaces. These permits are issued on a limited basis and only in conjunction with a permit granted for a primary activity (i.e. festival) for the use of certain facilities. The permittee must have a current New York State Alcoholic Beverage Control Board License.

After completing and signing this application, please submit with the required attachments (see page 2), no later than six weeks prior to event to:

City of Rochester  
Communications Bureau/Office of Special Events  
30 Church St., Room 202A  
Rochester, New York 14614

Name of event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Location of event: \_\_\_\_\_ Hours of event: \_\_\_\_\_

Event sponsor organization: \_\_\_\_\_

Event contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Licensee name: \_\_\_\_\_ Phone: \_\_\_\_\_

License Number : \_\_\_\_\_ (attach copy of license)

Licensee address: \_\_\_\_\_ Zip: \_\_\_\_\_

Proposed dates and hours of sales of alcoholic beverages: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sales must cease one-half hour before the official closing of the event, or 11:00 pm, whichever comes first.**

**Alcoholic Beverages Permit Application**

As a condition of the City of Rochester granting this permit, the Licensee agrees to follow all New York State Alcoholic Beverage Control Laws and agrees to abide by the following requirements:

- A. At least one uniformed security person will be located at the area in which alcoholic beverages will be sold.
- B. All patrons will be age 21 years and over and will be proofed and banded.
- C. Maximum cup size will be 20 oz. for beer, 8 oz. for wine.
- D. No individual will be served more than two drinks at one time.
- E. All bartenders will have proof of certification that they have been trained in the T.I.P.S. (Training for Intervention Procedures by Servers of Alcohol) or F.A.I.R. (Fundamentals of Alcoholic Intoxication Recognition) or similar certified program.

The following must be submitted with the application:

- 1. A copy of the current license.
- 2. A certificate of dram liability insurance in the amount of \$100,000, each occurrence, naming the City of Rochester, NY as additional insured. Such certificate of insurance shall provide that such policies shall not expire, be changed or be canceled until ten days written notice has been given to the City's Corporation Counsel and the Office of Special Events. Said certificate shall contain a clause stating there are no exclusions in the insurance coverage regarding municipally owned or leased property or municipal operations, invitees, licensees, agents or volunteers.
- 3. A site plan of the event location, showing the area designated to the sale, dispensing, and consumption of alcoholic beverages.

Upon permit approval, the Director of Communications will issue a letter addressed to the New York State Alcoholic Beverage Control (ABC) Board in New York, NY, which will allow the licensee to apply for an extension on the existing license for the event indicated. Application to the ABC Board must occur at least three weeks prior to the event.

Issuance of the City's letter to the ABC Board does not guarantee issuance of the New York State ABC Board extension of the existing license.

I agree to abide by the requirements stated above and all New York State Alcoholic Beverage Control Laws.

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Licensee Title: \_\_\_\_\_



## GENERAL FIRE SAFETY RULES FOR FESTIVAL SITES

**ALL VENDORS SHOULD BE AWARE THAT THE FIRE MARSHAL WILL INSPECT THE SITE PRIOR TO THE OPENING OF THE FESTIVAL EVENT AND THAT ALL OF THE ABOVE ITEMS WHICH ARE THE RESPONSIBILITY OF THE VENDOR MUST BE IN PLACE OR THE VENDOR WILL NOT BE ALLOWED TO OPEN FOR BUSINESS. IF DURING THE COURSE OF THE EVENT AN ONSITE INSPECTION DETERMINES THAT THERE IS A VIOLATION OF ANY OF THESE CONDITIONS, THE VENDOR'S BUSINESS SHALL BE CLOSED UNTIL SUCH TIME AS THE PROPER CORRECTIVE MEASURES HAVE BEEN TAKEN AND INSPECTED BY THE FIRE MARSHAL'S OFFICE.**

### SPECIAL EVENT CHECKLIST

1. Proof of inspection of all booths, tents, propane tanks, portable generators, charcoal grills, electrical appliances, fire extinguishers and any other festival structure or equipment.
2. Placement and inspection of booths, tents, and other structures to assure that they provide the following:
  - a. Certificate of fire retardancy of all tent structures shall be provided. NYSFC 2403.7.1, 2404.2, 2404.3
  - b. Access for emergency vehicles NYSFC 503.1.1 & 2403.8.1
  - c. Access to fire hydrants NYSFC 912.3
  - d. Unobstructed public ways to allow free escape at all times NYSFC 2403.12.8
  - e. Means of egress from booth, tents, and other festival structures NYSFC 1003.6
  - f. Exit signs and illumination NYSFC 2403.12.6, 2403.12.7
  - g. No open flame cooking under tent and 20' from any other tent. NYSFC 2404.7, 2404.15.5, 2404.15.6
  - h. Fire extinguishers with at least a 2A:20-B:C rating (2A or 1.6L K for solid fuel) with current inspection tag. NYSFC 906.3, 901.6.1, NFPA 10-07 & NFPA 96-08
  - i. Fire safe operating equipment
3. Proper clearances between cooking appliances and the public and a public way
4. Inspection of propane installations
  - a. Hoses appropriate for propane (LP) use. No copper tubing NYSFC 3803.1 & NFPA 58, 2.4.6.3 (a)
  - b. Hoses and fittings free from leaks (use soapy water for quick check)
  - c. Tanks properly secured and fenced and 5' from ignition source. NYSF C3804.3
  - d. Current hydro date on tanks
  - e. No smoking signs NYSFC 3807.2
5. Inspection of portable generators and electrical to ensure they provide the following:
  - a. Assure generator is U.L. listed or equivalent and grounded
  - b. Location and barrier installation to keep public way clear with Fire Dept. access. NYSFC 2404.19
  - c. Assure power wire is three-wire type, correct size 10ga. and without damage
  - d. Assure power cords do not create a tripping hazard
  - e. Assure excess fuel is properly stored (50' + distance) NYSFC 2404.17.2
  - f. A 2A:20-B:C rated fire extinguisher is located near the generator NYSFC 906.1- 5
  - g. All electrical GFI protected
  - h. Weather tight electrical connections
  - i. Good placement of distribution boxes.
6. No extension cord over 100 feet in length. *See Chart in electrical section for proper extension cord gauge to be used.* No "pigtailed", splicing or "daisy chaining".
7. Electrical inspection by approved inspection agency ie County, City and/or Fire Safety.
8. U.L. listed and non-listed appliance cords (check for wear).
9. Assure vendors and employees of vendors are familiar with festival site rules.

## **TENTS/BOOTHS (TENTS, CANOPIES & MEMBRANE STRUCTURES)**

1. All tents and flap material shall be manufactured from inherently flame resistant material. A certificate from the manufacturer will be required if a label certifying flame resistance is not permanently attached to the tent or flap material. NYSFC 2403.7.1 (inspection), 2404.2 (treatment), 2404.3 (label), 2404.4 (certification)
2. All vendors' booths, tents, propane tanks, portable generators, charcoal grills, electrical equipment and appliances, fire extinguishers or any other festival structures or equipment shall be subject to inspection by the Fire Marshal's office prior to the start of or anytime during the event. NYSFC 2404.12 (tents), 3808.2 (LPG)
3. Booths shall be placed to allow access to fire hydrants for fire department vehicles, and provide for unobstructed ways of travel at all times to permit free escape from any point of danger in case of fire. NYSFC 912.3 (hydrant), 503.1.1 & 2403.8.1 (access)
4. Extinguishers shall be located in an area that is conspicuous and easily accessible for use. All employees working in the booth or tent shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past twelve months OR a receipt of purchase within the last 12 months shall be available for inspection. NYSFC 901.6, 906.1, 906.5, 904.11.5 (cooking), 2404.12 (all tents), 2404.15.5 ("K"), 3808.2 (LPG), NFPA 10-07 & NFPA 96-08
  - a. Cooking booths or any booth using a liquid or gas fuel source shall have a minimum 2A:20-B:C fire extinguisher within 50 feet and in booth.
  - b. Cooking booths using a solid fuel source shall have a minimum 2A or 1.6L K for solid fuel fire extinguisher within 30 feet and in booth.
  - c. Cooking booths that have a deep fat fryer shall also have a "K" rated fire extinguisher within 30 feet in booth
  - d. In all cooking booths it is recommended that there be a 2A:20-B:C and a "K" located within the booth and no more than 30 feet reach.
  - e. Any place with a posted occupancy over 50 persons shall have a 2A:20-B:C within 75 foot from all areas.
5. Cooking appliances shall be isolated from the public by at least five feet or a suitable barrier placed between the cooking device and the public. Cooking appliances shall be installed per the manufacturer instructions. Non- U.L. listed appliances shall have clearances of not less than 36 inches at the back and sides and 48 inches in the front.
6. Exit signs shall be posted where occupancy is 50 or more. Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. NYSFC 2403.12.6
7. Means of egress illumination. Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power. NYSFC 2403.12.7
8. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted. NSFC 2404.6

## **PROPANE (LP GAS)**

1. Propane tanks shall be placed a minimum of 5 feet from sources of ignition, outside of tents or other structures and must be secured to an immovable object with chain or ratcheting tie downs (no bungee cords) to prevent tanks from being tipped or knocked over. Suitable fencing shall be placed around propane tanks. Propane tanks on grassy areas shall be chained or securely attached to stakes driven into the ground. Propane tanks located on pavement shall be securely attached to an immovable object. NYSFC T-3804.3 (d), 2404.16.1, 2404.16.2, 2404.16.3
2. Hose shall be designed for a working pressure of 350 psig (2.4 MPag), shall be continuously marked with LP-GAS, PROPANE, 350 PSI WORKING PRESSURE and with the manufacturer's name or trademark. NYSFC 3803.1 & NFPA 58, 2.4.6.3 (a)
3. Propane tanks, hoses and fittings shall be free from leaks and are subject to inspection by the Fire Marshal's Office.
4. Only rubber hose stamped "Approved for LP Gas" or rigid black pipe shall be used to transport gas from tanks to appliances. Copper piping shall NOT be used. Rubber hose shall be kept off the ground and be protected from physical damage. NYSFC 2404.16.1
5. "No Smoking" signs shall be posted when required by the code enforcement official. NYSFC 3807.2

## **CHARCOAL /WOOD (solid fuel) COOKING**

1. Charcoal appliances shall be placed a safe distance away, in an open area outside of tent or structure. NYSFC 2404.7
2. Charcoal appliances shall be installed on noncombustible surface, be properly supported and protected.
3. Only approved charcoal lighter fluid shall be used to start the fire, and once the fire is ignited lighter fluid shall be removed from the booth and stored properly. (50 feet) NYSFC 2404.17.2 *Charcoal chimneys that do not require starter fluid for starting an appliance are recommended and accepted.*
4. Shall have a minimum of a 2A or 1.6L K for solid fuel with current inspection tag. NYSFC 906.3, 901.6.1, NFPA 96-08.

## **GENERATORS & ELECTRICAL CORDS**

### **All Generators**

1. Must be U.L listed with tags on unit, located on the ground and isolated from any vehicle or structure.
2. Distribution boxes must be commercial type with ratings label, proper cables between distribution boxes and generator and all unmodified.
3. All commercial generators must be grounded with a 6ga copper wire terminated to an 8' copper rod driven into earth. Alternatives to this grounding must be approved by a licensed electrician and Rochester Fire Safety. Small portable generators must only be located on earth unless grounding need is determined by Code official. NEC
4. All connections must be ground fault protected.
5. Once started, portable generators shall be capable of running continuously, without refueling, for the entire length of the event as long as the event is open to the public. Refueling a hot portable generator, or the storage of fuel on site, shall not be permitted. Exception – Fire Marshal present at generator and approves.
6. Each portable generator shall be inspected and approved by the Fire Marshal or his designee before it may be started and used.
7. An approved fire extinguisher with a minimum rating of 2A:20-B:C, shall be kept close to the portable generator. The approved fire extinguisher must have been commercially serviced within the past twelve (12) months. Proof of inspection shall be provided. NYSFC 3808.2
8. All generators shall be located away from the public and public pathways with a barrier installed around every generator so as to prevent persons from tampering with electrical cords, and prevent persons from coming in contact with hot equipment.
9. Power cords shall be protected from physical damage and from becoming a tripping hazard. Where this may occur, power cords shall be installed overhead and/or run through a PVC conduit.
10. Whenever commercial generators are to be used at an event, a Fire Inspector or City Electrical Inspector shall perform a safety inspection and be on site during the entire length of the event. If any of this time falls outside of regular working hours there shall be a minimum 2 hour overtime charge, as provided under 54-12(f) of the Municipal Code, for the services of the Fire Inspector.

### **Electrical / Extension Cords**

1. Extension cords shall be plugged directly into an approved receptacle except for approved multi plug extension cords, shall serve only one portable appliance. NYSFC 605.5.1
2. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord (*Never can a small cord supply a larger*) NYSFC 605.5.2
3. Extension cords shall be maintained in good condition without splices, deterioration or damage. NYSFC 605.5.3
4. Extension cords shall be grounded when serving grounded portable appliances. NYSFC 605.5.4
5. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes. NYSFC 605.6
6. Electric cords and wiring shall not be placed directly on the ground unless they are properly protected from physical damage and shall be placed so as not to cause a tripping hazard.
7. Electric receptacles shall be ground fault protected.
8. All electrical cords shall be U.L. listed electrical cords rated for outdoors use. NO HOUSEHOLD OR NON-WEATHER TIGHT POWER CORDS OR ELECTRICAL OUTLETS WILL BE PERMITTED. All electrical wiring and devices shall be in compliance with the National Electrical Code.

### **Power Cord Chart**

<b>Load</b>	<b>Length</b>	<b>Min. Gauge</b>
≤20 amps	≤100 ft	12 AWG
≤30 amps	≤50 ft	10 AWG
>30 amps	See site promoter, site electrician and/or Fire Marshal	



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