



City of Geneva

Application for Use of City Owned Property

City of Geneva – Recreation
 47 Castle Street
 Geneva, NY 14456
<http://visitgenevany.com/events>
 Office: 315.789.5005
 Email: etoner@geneva.ny.us

Application

Please complete the attached application form as completely as possible. Answers to the questions should give a full description of all activities planned, all facilities that are needed, date and times of the event and the number of people expected. Wherever you give a “yes” answer on the checklist, please provide a detailed explanation; add pages and maps if needed. Remember to date and sign the application. We will return all unsigned applications, and any incomplete form may cause delays. We encourage all event organizers to turn in their applications early, as Use Permits are issued on a first-come, first-served basis. The City of Geneva accepts applications at any time for events, but late fees will be assessed to applications received within fourteen business days; late applications may be denied if we determine that there is insufficient preparation time for any aspect of an event.

APPLICANT CONTACT INFORMATION			
1. Applicant's Name:			
2. Organization Represented by Applicant:			
3. Organization Web Site:			
4. Mailing Address:			
	City:	State:	Zip:
5. Applicant Contact Information:	Day Phone:		
	Cell Phone:		
	Email:		
6. Additional Event Contact Person :	Name:		
	Day Phone:		
	Cell Phone:		
	Email:		
EVENT OPERATIONS			
7. Official Name of Event:			
8. Name of City Facility/ Property:			
9. Event Date(s) & Hours of Operation:			
10. Event Set up date:		Time:	
11. Event Breakdown Completion Date:		Time:	
12. Describe in detail the nature of the event: Attach any necessary detailed documents			

including a schedule of organizational personnel who will be present throughout the event with contact information:	
13. Is this event open and/or advertised to the public?	<input type="checkbox"/> No <input type="checkbox"/> Yes
14. Is this event used for a fundraiser for a not for profit?	<input type="checkbox"/> No <input type="checkbox"/> Yes 501c3 Agency:
15. Anticipated Maximum Attendance:	
16. Will there be amplified Sound?	<input type="checkbox"/> No <input type="checkbox"/> Yes, hours ____ to ____
17. Will food be sold or given?	<input type="checkbox"/> No <input type="checkbox"/> Yes
18. Will Alcohol Be Sold?	<input type="checkbox"/> No <input type="checkbox"/> Yes
19. Road Closures? If Yes, Add Dates/Times – Map is Required to be attached as well.	<input type="checkbox"/> No <input type="checkbox"/> Yes

EVENT COMPONENTS

20. Please check all items below that apply to your event needs and provide details below.
Refer to rental options and replacement fees attached to Policy.

Equipment *Fees may apply	City Resource Requested (Check YES for all Needed)	Will Supply On Own
Large Reviewing Stand		
Small Low-level Risers		
Podium		
Portable small PA system		
Barriers Add in Wooden (50) Add in Metal (55)	Quantity:	
Cones	Quantity:	
Wooden Sandwich Boards (10)	Quantity:	
Orange Safety Vests (20)		
Orange Safety Flags (10)		
Cone or Parking Signage		
Fencing – Self Install Required	Feet:	
Picnic Tables (4)		
Water Connection		
Electric Connection		

Banner Hanging	Jackie (DPW) – 315.781.3101
Solar Home Factory (Solar Trailer)	Tracey Wallace – 315.521.1095

Restroom Facility Plan: Use space below and follow guidelines as required by the City’s use agreement.

Garbage Recycling Plan: Use space below and follow guidelines as required by the City’s use agreement.

SITE PLAN REQUIREMENTS

You must attach a clear and legible site map with the following listed below, if City resources are necessary for the event:

1. North, indicated by a directional arrow symbol
2. Name of the city facility and that of surrounding streets with one-way streets indicated
3. The overall event area (include parking if appropriate)
4. The location of physical equipment being placed by the city, including, but not limited to, any stage(s), tents, barricades, electrical

Electrical & water plans for vendors and stages

INSURANCE REQUIREMENTS

You are required to have liability insurance. Please see “Insurance” section in the Park Use Guidelines for additional details. The City of Geneva must be named as an additional insured in any and all policies. Insurance must be evidenced on an Acord 25 form and submitted 30 days before your event set up date for review.

21. Do you or your group have liability insurance that would cover such an event?

No Yes Insurance company: _____

EVENT INFORMATION

22. Will there be any registration or admission fees collected at this event?

No Yes If yes, please explain what the charges will be:

23. By signing this document, I take full responsibility for every participant of the event. I have read and agree to the terms and conditions outlined in this application and the policy and I will follow the rules and requirements for conducting my event. I am aware that this application is a public document that may be inspected or copied. In addition, the User(s) agrees to indemnify and hold harmless the City of Geneva, city elected and appointed

officials, administrators, and all other city employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of city premises by the User(s) (or the servants, agents or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the city premises or for such amounts as may not be payable under any such insurance policy.*

*If you believe any part of this document contains information that is exempt from disclosure, please notify our office in writing at the address below.

Applicant Signature

Date

RETURN ALL COMPLETED APPLICATIONS TO:

IF YOU HAVE ADDITIONAL QUESTIONS:

Geneva Recreation Dept.
City of Geneva
47 Castle Street
Geneva, NY 14456

City of Geneva – Recreation Dept.
315.789.5005 or etoner@geneva.ny.us

* Application can be voided and reserved date will cease to be held if signature & check are not submitted within five (5) business days of the day the application is approved.

Credit Card (in person only at City Hall) Cash Check payable to: City of Geneva



City of Geneva Property Fees and Charges for Special Events
As of June 1st 2019:

Application Fee

A non-refundable Park Use Permit Application fee is payable with every permit application filed for **each day** of use.

The application fee is \$100 for **ALL** applicants including Not-for-Profits.
(ie. One (1) day reservation is \$100. Three (3) days is \$300, ect.)

There is no application fee for Neighborhood and City held events.

A fee of \$25 per additional days required for set up and breakdown.

Example: Thursday: Set up day - \$25
 Friday: Day of event - \$100
 Saturday: Day of event - \$100
 Sunday: Break down day - \$25
 Total cost: \$250

You can pay the application fee by credit card at City Hall, by check or in person with cash. Other fees, explained below, may include, but are not exclusive to:

- Additional \$75 late fee (within fourteen business days of event)
- \$75 for each electrical hookup per box (\$25 each additional day)
- \$75 flat rate for electrical hookup via drop cords from lamp posts (\$25 each additional day)
- \$75 for each water hookup (\$25 each additional day)
- Any damages done to the park or equipment during the event (explained on full Policy Use Form) TBD if applicable
- If you miss the scheduled fire inspection \$25 (applicable to events with food)
- \$100 per day fee is required to book the lakefront deck or gazebo (each)

Once we process your application, we will bill you for these additional costs upon review of requests.

The City of Geneva will require insurance and may require special services from other City Departments in addition to the above fees. All fees are non-refundable unless the City has to cancel their permit approval.

Checks can be made payable to: City of Geneva

Mailing Address: Geneva Recreation Dept.
47 Castle St
Geneva, NY 14456
Attn: Liz