



# CITY OF GENEVA

## APPLICATION FOR SPECIAL EVENTS

Office of Special Events  
 47 Castle St., 2<sup>nd</sup> Floor  
 Geneva, NY 14456

315-828-6588 – events@geneva.ny.us – fax: 315-789-0604

It is the policy of the City of Geneva 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.

**IF THIS IS A FIRST TIME EVENT, YOU MUST APPLY BY APRIL 1, 2023.**

Application deadlines still apply. Otherwise, please plan for 2024. New events take considerably more time to process than recurring ones do. After reviewing the application, the City reserves the right to make the final determination on event type.

EVENT TYPE	APPLICATION FEE	APPLICATION DEADLINE: NO LATER THAN...	DESCRIPTION
Festival	\$200	4 months prior to event.	A festival has one or more of the following: (1) Entertainment & Alcohol; (2) Vendors selling food products or wares; (3) carnival games/amusement rides; (4) Attendance over 2000 people
Moving Athletic (Race/Walk)	\$100	3 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 GPD determines that the size of the event requires the use of streets. Applicants that have both a race and festival will fall under the festival category. Races with over 2,000 people will fall under the festival category.
Parade/Motorcade	\$100	3 months prior to the event	A parade is a public procession or march on the street.
Other <i>*City of Geneva does not accept applications for weddings.</i>	TBD	3 months 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.

**FOR OFFICE USE ONLY:**

Date Application Received: \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Insurance Certificate Received On: \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE CONTINUING:**

The City of Geneva requires completion of this application for all events taking place on City owned property, including but not limited to: Streets, sidewalks, parks, and trails. The City does not reference past-years applications. New applications must be submitted each year. Please note that the City of Geneva does not accept applications for weddings or other private events. Events must be open and available to the general public. Public parks and sidewalks cannot be closed to the public for any event.

1. Completed applications- accompanied by corresponding fees and necessary attachments- should be emailed to [events@geneva.ny.us](mailto:events@geneva.ny.us) or mailed to:

City of Geneva  
Attn: Events  
47 Castle St.  
Geneva, NY 14456.

2. Upon receipt, applications will be reviewed by Special Events staff and an interdepartmental committee including the Geneva Police Department, Geneva Fire Department, Code Enforcement, Department of Public Works and others depending on the nature of the application.
3. The Special Events Coordinator will reach out to schedule an in-person meeting to discuss logistics of the event.
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. Permits will not be issued until all required documentation is received by the City, including the application, general liability insurance, site plan/route, signed traffic control agreement (if applicable), parking plan, liquor permit, etc.
7. Once an event is approved and all required documents have been received, the City of Geneva will issue a permit via mail or email to the applicant.
8. A refundable deposit of \$300 is due with submission of Special Events Application to reserve your requested date. The security deposit will be returned once all expenses incurred by the event and due to the City are satisfied. Invoiced costs that are not timely paid will result in forfeit of the security deposit and denial of any future events.

## 1. APPLICANT CONTACT INFORMATION

Applicant's Name:			
Organization Represented by Applicant:			
Mailing Address:			
	City:	State:	Zip:
Applicant Contact Information: <i>*This should also be a day of contact for someone who will be onsite*</i>	Day Phone:		
	Cell Phone:		
	Email:		
Additional Event Contact Person:	Name:		
	Day Phone:		
	Cell Phone:		
	Email:		

## 2. EVENT DESCRIPTION

Event Type:	<input type="checkbox"/> Festival <input type="checkbox"/> Race/Walk <input type="checkbox"/> Parade <input type="checkbox"/> Other If "other," specify:		
Official Name of Event:			
Name of City Facility/ Property:			
Event Date(s) & Hours of Operation: <i>*There is a \$100 fee per day/location for extended lot closures. This includes set-up, clean-up days, lots closed for parking/storage, or other determined by the City.</i>			
Event Set up date:	Date:	Time:	
Event Breakdown Completion Date:	Date:	Time:	

Event Description:
In this section, please describe in detail the nature of the event. Include any necessary detailed information:

### 3. EVENT COMPONENTS

Is this event open and/or advertised to the public?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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Anticipated Maximum Attendance:

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

**FOR PARADES:** Number of Participants: \_\_\_\_\_ Number of vehicles: \_\_\_\_\_

Will there be amplified Sound? <i>City mandated quiet hours: 10PM to 7AM. No Exceptions.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes hours _____ to _____
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Will food be sold, given and/or cooked at the event site?  All vendors at the event must have a valid operating permit and must obtain a Food Truck Permit from the Geneva Fire Dept.	<input type="checkbox"/> No <input type="checkbox"/> Yes Details if Yes:
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Will alcohol be sold or consumed?  If yes, you must read, complete, and attach Appendix C. Please submit a copy of temporary permit minimum 30 days prior to event set-up date.	<input type="checkbox"/> No <input type="checkbox"/> Yes
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**Street Closures?** If yes, please add specific details  
 It is within the City’s sole discretion to approve street closures for festivals or other events. Approval will be based on community support for the event and other factors concerning health, safety, and welfare. Applicants must provide 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.

**NO STREET CLOSURES**

Street Closed	From Street	To Street	Time Closed	Time Opened
<i>Ex: Linden</i>	<i>Castle</i>	<i>Seneca</i>	<i>10:00 AM</i>	<i>1:00PM</i>

<b>Boat Launch:</b> If the City determines closing the boat launch for your event is necessary, there is a non-refundable fee of \$100 per day to close the city launch. The City solely reserves the right to make the final determination.	Dates & Times:
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<b>*EVENTS AT LAKEFRONT ONLY*</b> Will your event require use of the “Community Room” located inside the FLX Welcome Center?  If requesting use of the “Great Room” inside the Welcome Center, please contact General Manager for assistance: (315) 787-0007 or <a href="mailto:flwc@nykitchen.com">flwc@nykitchen.com</a>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please note the dates & times requested:
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<p><b>Restroom Facility Plan:</b>  Each applicant is required to provide their own restroom plan. Restroom facilities must be clearly marked on attached map. The City of Geneva does not offer restroom facilities. You cannot rely on the Welcome Center's restrooms for your event.  <b>2 portable toilets per 100 guests. The ADA requires 5% of temporary restrooms to be handicap-accessible.</b></p>	<p><b>Please Check here if you plan to NOT offer restroom facilities at your event:</b> <input type="checkbox"/> <i>(events less than 50 people only)</i></p> <p>Rental Company: _____</p> <p>Number of Units: _____</p>
<p><b>Garbage Recycling Plan:</b>  Each applicant is required to provide their own garbage/recycling plan. The City of Geneva does not offer garbage/recycling pick-up. <b>ALL garbage is carry-in, carry-out.</b> Garbage <b>MUST</b> be removed or placed in designated receptacle following end of event. Any garbage left overnight on city grounds, bagged or not, will be subject to additional fines or forfeit of security deposit.</p>	<p><b>Company:</b> _____</p>
<p><b>Security Plan:</b>  Festivals (and other events depending on size and/or inclusion of alcohol) require the use of professional security companies licensed by New York State. Companies must be approved by the Geneva Police Department.</p>	<p><b>Security company Name:</b> _____</p> <p><b>Lic. Type (PI or Watch Guard/Patrol Agency):</b> _____</p> <p><b>NYS ID # and expiration date:</b> _____</p> <p><b>Security Contact Name:</b> _____</p> <p><b>Number:</b> _____</p> <p><b>Email:</b> _____</p>
<p><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.</p>	<p><b>Ambulance Provider:</b> _____</p>
<p><b>Animals:</b>  For safety and clean-up purposes, please let us know if the event will have animals.</p>	<p><b>If yes, how many:</b> _____</p> <p><b>What type and how will they be incorporated?</b></p>
<p><b>Fireworks</b></p> <p>FIRE Admin Aide  315.789.6305</p>	<p><b>Please contact the GFD if plan to have a fireworks display</b></p> <p>There is a non-refundable \$100 separate fee per fireworks display is required.</p> <p><b>ONLY NYS-LICENSED PYROTECHNICIANS ARE ALLOWED. A PYROTECHNICS PERMIT ISSUED BY THE GENEVA FIRE DEPARTMENT IS REQUIRED.</b></p> <p><b>NEIGHBORHOOD NOTIFICATION WILL BE REQUIRED.</b></p>
<p><b>Seneca Street Banner Hanging</b></p> <p>DPW Admin  315.781.3101</p>	<p>Please contact DPW to arrange. \$50 separate fee.</p>
<p><b>Geneva Recreation Complex (indoors)</b></p> <p>Recreation Director  315-789-5005</p>	<p>Events looking to utilize the indoor facilities of the Recreation Complex must coordinate with the Recreation Director. Separate fees apply.</p>

#### 4. EVENT EQUIPMENT

Please check all items that apply to your event needs and provide details below.  
 All equipment is to be returned in the condition and location it was found. All barricades & cones must be neatly and securely placed back on their trailers. Failure to comply will result in forfeit of security deposit.

**\*IF NO EVENT EQUIPMENT IS NEEDED FOR YOUR EVENT, PLEASE CHECK HERE:**

ITEM	COST	QUANTITY/TY PE	DATE NEEDED	DROP OFF LOCATION
<b>Large Reviewing Stand</b> (16x16)	\$50 Flat Fee			
<b>Small Low-level Riser</b> (8x12)	\$25 Flat Fee			
<b>Podium</b>	\$10 Flat Fee			
<b>Barricades</b> Wooden or Metal (MAX 55 Metal) <i>Metal- 6ft, wooden- 8ft</i> <b>Exact number not guaranteed</b>	\$5 Per Unit			
<b>Cones</b> Large (MAX 100) Small (MAX 100) <b>Exact number not guaranteed</b>	\$.50 Each \$100 for full trailer			
<b>No Parking Signs</b> Please indicate areas requested	No Fee			
<b>Fencing</b> <b>Self-Install &amp; Dig Safe NY Required</b> <i>Fencing is not recommended if avoidable.</i>	\$300 Flat Fee <i>Total Footage TBD</i>			
<b>Trash Barrels</b> (MAX 4) <b>Exact number not guaranteed</b>	\$2.50 Each			
<b>Water Connection</b> <b>Must provide own water hose for hook up</b>	\$75 First Day, \$25 Each additional day	<input type="checkbox"/> Yes		
<b>Electric Connection</b>	\$75 First Day, \$25 Each additional day	<input type="checkbox"/> Yes		
<b>Utility Ramps</b> (MAX 10) To protect electric cords on the ground <b>Exact number not guaranteed</b>	\$5 Each			

#### POLICE SUPPORT

Final determination on the type and level of support your event requires will be determined by the Geneva Police Dept. Police support is not guaranteed. Depending on service need, additional fees could apply.

SERVICE TYPE	CHECK IF NEEDED	DETAILS
Traffic Control (for closures)		
Police Escort		
Officer Walk-thru		
Other		

## FIRE SUPPORT

Final determination on the type and level of support your event requires will be determined by the Geneva Fire Dept. Fire support is not guaranteed. Depending on service need, additional fees could apply.

SERVICE TYPE	CHECK IF NEEDED	DETAILS
Inspection Services		
<b>On-site GFD Support</b> <i>*Subject to additional fees determined by the GFD</i>		
Other		

## 5. SITE PLAN

*You must attach a clear and legible site map* with the following listed below:

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 including, but not limited to, any stage(s), tents, barricades, etc.
5. Vendors (food, other)
6. List requested road closures & requested no parking areas
7. Electrical & water plans for vendors and stages
8. Restroom facilities
9. Dumpster location
10. Gated area (if alcohol is served)

Please contact City Special Events Coordinator (events@geneva.ny.us) if an overview blank map of Lakefront event space is needed.

## 6. COMMUNICATION

The applicant is required to notify all residents, businesses, places of worship and schools that are impacted by street closures and/or activities that are related to the event. Please refer to appendix A for additional details.

### Marketing Tips:

- Put your event on Facebook as an event, not just posting a flier on your page.
- Take advantage of all Free Community Calendars in our community online, papers, and radio stations.
- Hang up a poster on community bulletin boards and/or windows.
- Put your information on a sandwich board (A-Frame) at the location of the event the week of.
- Contact DPW to submit a banner request to have a banner hang on Seneca Street above the street. See pg. 5
- If you have an email list, remember to send the flier as an image and a PDF to ensure everyone can see it on their computer/phone.

**Per City Code 64-1, No person shall place upon or affix any marketing materials to light-poles, street signs, sidewalks, hydrants, trees or public building, etc. Failure to comply will result in removal and forfeit of security deposit.**

## 7. PARKING PLAN

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 must be identified. For events at the Lakefront, please note that the parking must still be available for the Finger Lakes Welcome Center's regular business. Indicate intended event parking location(s) on attached map. The City of Geneva reserves the right to approve or deny any and all parking location requests on city-owned property.

## 8. Downtown Event Review Committee (DERC)

If your event will be located in the downtown area, including at the lakefront, an event representative is required to attend Geneva BID's Downtown Event Review Committee meeting. They meet on the 4<sup>th</sup> Monday of each month, 5:30pm at One Franklin Square. This meeting will better help communicate your event to downtown merchants and the community to create partnerships and provide you with the chance to explain how your event will contribute to the City of Geneva. Once your application has been submitted, please arrange with BID Executive Director (price@genevabid.com) & City's Special Event Coordinator (events@geneva.ny.us), when you will be attending a DERC meeting. You must attend a meeting prior to your event. Geneva BID does not have the power to approve or deny events.

## 10. AGREEMENT & SIGNATURE

The Applicant agrees as follows:

1. Applicant is the events responsible person and shall be available for entire event.
2. Applicant shall perform all required maintenance and clean-up of entire site during and after the event.
3. Applicant is responsible for payment for costs related to event and any damages to area or equipment.
4. Applicant must possess a permit and shall comply with all requirements in the Application for Special Events during the entire event.
5. Applicant 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. Applicant shall make reasonable efforts to ensure that event participants obey all traffic control devices and/or police or city staff commands.
6. Applicant shall be responsible for security to protect the internal operations of said activities.
7. Applicant shall not announce or advertise the event until approved to do so from the City of Geneva
8. Applicant shall ensure that the event is open and available to the general public.

The Special Event Permit is NOT transferrable.

The City of Geneva:

1. Has the sole discretion for issuing Special Events Permits based on an Applicant's compliance with City Code, completion of the Application for Special Events and submission of all required documents and information and any procedures adopted by the Special Events Coordinator.
2. Reserves the right to determine if, and when, streets or other city amenities will be closed for an event.
3. Can cancel the permit if the permittee is in violation of the terms and conditions of permit or for any reason the City deems necessary.
4. Is NOT responsible for any sums of money expended by Applicant in anticipation of the planned activity.

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 agree to pay all fees associated with event determined by the City. 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.

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Applicant Signature

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Date



## City of Geneva Fees and Charges for Special Events as of January 1<sup>st</sup>, 2023

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### Security Deposit

A refundable security deposit of \$300 is required with every permit application to reserve a date and that uses any and all city-owned equipment in addition to the application fees. If there has been no infraction of the contract by the applicant, your agents or vendors, the security deposit will be returned within 30 days after the event or when all accounts are settled. Any lost, damaged or un-returned items will result in a forfeit of the entire security deposit. The security deposit must be paid by a **separate check ONLY**. No exceptions.

### Application Fees

A non-refundable Permit Application fee is payable with every permit application filed:

TYPE	COST	# USED	TOTAL
Application Fee	\$200 (Festival) \$100 (Race/Walk) \$100 (Parade/Motorcade) (Other TBD)		
Large Reviewing Stand	\$50 Flat		
Small Low-level Riser	\$25 Flat		
Podium	\$10 Flat		
Barricades- all types:	\$5 Per Unit		
Cones:	\$.50 Each/\$100 Trailer		
Fencing:	\$300 Flat		
Trash Barrels (MAX 4)	\$2.50 each		
Water Connection	\$75 First Day \$25 Each additional day		
Electric Connection	\$75 First Day \$25 each additional day		
Utility Ramps (MAX 10)	\$5 Each		
Boat Launch Closure	\$100 Per Day		
Extended Lot Closures	\$100 Per Day/Per Location		
Sand	\$300 per truck load *or per actual Invoice		
Water Testing	\$300 *or per actual invoice		
OTHER			
<b>TOTAL DUE:</b>			

The City of Geneva will require insurance and may require special service fees from other City Departments in addition to the above fees. All fees are non-refundable, with the exception of the security deposit, unless the City has to cancel their permit approval. Failure to pay event fees will result in forfeit of your security deposit and denial of any future applications. **Checks can be made payable to: City of Geneva**

## **Appendix A: INSURANCE REQUIREMENTS**

**Please send this section to your insurance broker, agent or insurer.**

Acceptable evidence of insurance as specified below must be filed with and approved by the City of Geneva at least 30 days prior to the scheduled date of the event on City property unless otherwise noted.

### **Insurance Requirements:**

-General liability insurance in the amount of \$2,000,000, if said insurance is a “Defense within Limits” policy under which all claim expenses are included within both the applicable limit of liability and self-insured retention, or otherwise, insurance in the amount of \$1,000,000, is required for all festivals, moving athletic events (runs, walks) and other events as determined by the City of Geneva.

-Liquor Liability Insurance in the amount of \$1,000,000, is required for all festivals, moving athletic events (run, walks) and other events as determined by the City of Geneva, containing alcoholic beverages.

- Insurance certificates must be received before a permit will be issued. Insurance certificate shall include the following:

1. Certificate of Insurance with the required coverages issued to:  
City of Geneva  
Attn: Event Insurance  
47 Castle Street  
Geneva, NY 14456
2. State that, in the event of cancellation or modification, the insurer shall provide the City with at least thirty (30) days written notice of such cancellation.
3. Include the name and date of your event in the description space.
4. Match applicant name or sponsoring organization as insured party.
5. Attach a copy of the policy endorsement showing that the City is adequately named as an additional insured.
6. If your event is being held in lakefront park, you must also list New York State as an additionally insured covered to:  
Empire State Development  
633 Third Avenue  
New York, NY 10017

Please email a copy of the insurance to the Special Events Coordinator at [events@geneva.ny.us](mailto:events@geneva.ny.us)

## **Appendix B:**

# **NOTIFICATION REQUIREMENTS FOR EVENTS WITH STREET CLOSURES**

IT IS THE RESPONSIBILITY OF THE APPLICANTS to notify all houses, apartments, businesses, churches and schools along the street closure area of the event. The applicant should pay special attention to churches and businesses that will be open during event hours. The applicant is also 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. Once notifications are sent, it is the responsibility of the applicant to deal directly with any issues or questions that may arise from the businesses and residents along the route/event area.

- A. The notification must be made minimum of **THREE TIMES**:
- Hard copy delivered 3 months prior to event: Applicant shall deliver a hard copy letter to all addresses within the closure/event area and ¼ mile surrounding any streets that will be closed, and
  - Email sent 3 months prior to event: Applicant shall email an electronic version of the notification letter to a list of major downtown businesses, cc'ing the City's Special Events Coordinator, and
  - Email sent 2 weeks prior to event: Applicant shall resent the email notification to this list, cc'ing City's Special Events Coordinator.
- B. The notification shall include:
- Name of the event
  - Type of event
  - Name of the business or organization hosting the event
  - Event date(s)
  - Event Hours
  - For each street being closed:
    - i. Name of the street and its boundaries ( i.e. "Castle St from Main St to Exchange St.")
    - ii. Date closed
    - iii. Time closed
    - iv. Time opened
  - Event Contact Person's Name, Phone and Email
  - Map of route (if the event is a run/walk/parade).
- C. Depending on the event's scale, impact, or history, applicant may be required to show the City proof of hard copy notification delivery via a document listing the addresses that we notified with signatures.

The City may also require you to contact local neighborhood associations to disseminate information and discuss impacts of the event.

Failure to comply with notification requirements may result in the denial or revocation of the permit for the use of city property for the event.

## **APPENDIX C: LANDLORD AUTHORIZATION APPLICATION FOR THE SALE, DISPENSING & CONSUMPTION OF ALCOHOLIC BEVERAGES.**

The City of Geneva's City Manager is authorized to issue a landlord authorization form for the State Liquor Authority, the sole authority that permits the sale, dispensing and consumption of alcoholic beverages in certain parks, facilities, and public spaces. Landlord authorization forms 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. It is the sole responsibility of the applicant to apply for the necessary licenses and return all necessary forms to the State Liquor Authority. As a condition of the City of Geneva granting landlord permission, the applicant agrees to follow all applicable laws, rules, and regulations, including but not limited to the New York State Alcoholic Beverage Control Laws, and agrees to abide by the following requirements:

- A. Alcohol Sales must cease one-half hour before the official closing of the event.
- B. All beer and wine will be sold, dispensed, and consumed in an enclosed area, monitored by event security personnel that have been hired at the applicant's own expense. The security personnel will monitor all beer/wine points of sale, check for proper age identification, apply wristbands to patrons, and secure entrances and exits of the beer/wine area. The Geneva Police Department must approve the type and number of security personnel for the area, based on estimated attendance, size of enclosed area, planned activities in the enclosed area.
- C. All patrons will be age 21 years and over and will be proofed and provided a wrist band.
- D. Maximum cup size will be 20 oz. for beer, 8 oz. for wine.
- E. No individual will be served more than two drinks at one time.
- F. All bartenders will be paid at the applicant's expense.
- G. It is recommended that all bartenders have valid T.I.P.S (Training for Intervention Procedures by Servers of Alcohol) or F.A.I.R (Fundamentals of Alcoholic Intoxication Recognition) bartender certification.
- H. Once applicant has been approved and received temporary permit, applicant must send a copy of the temporary permit to the Special Events Coordinator. Upon receipt, the City will issue an Open Container Waiver letter from the City Manager's office.

**APPENDIX C:  
LANDLORD AUTHORIZATION FOR ALCOHOL (continued)**

SUBMIT THE COMPLETED FORM BELOW ALONG WITH THE FOLLOWING ITEMS TO THE CITY:

1. A certificate of liquor liability insurance that:
  - a. Provides \$1,000,000 of coverage per each occurrence
  - b. Name the City of Geneva, NY as additional insured
  - c. Provides that such policies shall not expire, be changed or be canceled until thirty (30) days written notice has been given to the City. 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.
  - d. Lists the name, date(s), and location for the event in the comments area
2. A site plan of the event location, showing the area designated for the sale, dispensing, consumption, and containment of alcoholic beverages (applicant may denote the area on the site map required in the special event application).

Submit this document with the above required attachments at least 12 weeks prior to the event either via email to [events@geneva.ny.us](mailto:events@geneva.ny.us) or mailed to:

City of Geneva  
Attn: Events  
47 Castle St.  
Geneva, NY 14456

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

**Address of Event:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Proposed dates & hours of sale of alcohol:** \_\_\_\_\_

**Name of Individual or Organization applying:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**PLEASE NOTE:** *In order to serve alcohol on public property, event must have a fully fenced perimeter.*

\_\_\_\_\_  
**Signature:**

*Issuance of the City's landlord authorization does not guarantee issuance of the NYS Liquor Authority's temporary beer and wine permit. Once approved, send copy of temporary permit and required insurance to the City. Upon receipt, the City will issue an Open Container Letter allowing alcohol on public property.*

# CITY OF GENEVA RECREATION FACILITY, PARK, PARK/PLAYGROUND GENERAL POLICIES & GUIDELINES

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## **Contracts**

All individuals or groups utilizing any City owned Property/Facility must abide by the guidelines for each location. The application is the contract for the use of the location will be approved by the City of Geneva upon compliance of guidelines set forth for the use of the location.

## **Application and Event Fees**

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, including expected set-up & break-down days
- the number of people expected

-Wherever you give a “yes” answer on the checklist, please provide a detailed explanation;

- A detailed map of your event layout is required
- Read city use fee page, \$300 refundable security deposit by separate check due with signed application to reserve requested date
- remember to date and sign the application
- A non-refundable application fee is due with every application filed. After determination of other city resources needed, the City of Geneva will bill applicant accordingly. Failure to pay event fees will result in forfeit of your security deposit and denial of any future applications.

-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 Permits are issued on a first-come, first-served basis. Applications will only be accepted for events within the same year filed.

-Applications for first time events must be returned by April 1, 2023. Otherwise, please plan for 2024. Application deadlines still apply.

- Late applications for any event may be denied if we determine that there is insufficient preparation time for any aspect of an event.

## **Damage Mitigation**

Any and all damage of whatever kind, including but not limited to turf, trees, shrub beds, hard surfaces, buildings or city equipment rented/ borrowed shall be immediately reported to the City of Geneva. Any damage or lost equipment results in a forfeit of the applicant’s entire security deposit. If it is determined that the damages or loss of equipment is greater than the total of the \$300 security deposit, applicants are liable to pay additional fees. It is the responsibility of the applicant to pay for any and all damage caused by the event and if these fees are not paid, the cost increases by date late. Any damages incurred that result in the repairing of such will be billed to the user at the Department of Public Works current labor and material costs. Any and all damages will be fixed by experienced City of Geneva personnel to City standards and by no other person. If damages go unpaid, this status will affect future events and usage of a particular group.

## **Marketing Policy**

Please be advised, additional approval is needed for the posting or affixing of any permanent or semi-permanent marketing/promotional materials and event decorating on public or private property. Both private and city property approval for the above should be documented for clear understanding of intended use by both parties. Applicants are required to provide ample notice of event to public, please see Appendix B for further details and requirements.

## **City Requirements**

### **Alcohol Permitting**

Liquor, beer, and wine may not be sold or handled in any City of Geneva property except with a valid state liquor license and after the City Manager gives special permission in writing. Please note special insurance requirements if alcohol is being served or sold. Please reference Appendix C in the Special Events Application. Applicants can apply for 1 day beer & wine permit thru NYS Liquor Authority.

Any and all alcohol sales must come directly from a bar or 3<sup>rd</sup> party licensed vendor and be served in non-breakable containers.

In order to obtain the permit, the event must also submit a detailed plan on how they will control the area and drinking age. Suggested routes include wristbands and ID checks.

### **Food Vendors**

Food service vendors must be in compliance with New York State Health Laws. All food service vendors must possess valid New York State Health permits. The Geneva Fire Department also requires that vendors be equip with a 2abc fire extinguisher and a k extinguisher if a deep fryer is present.

All vendors must also obtain a Food Truck Permit with the Geneva Fire Department. Please contact GFD for further details at 315-828-6751. Additional fees could apply.

### **Bathrooms/ Porta-potties**

City Parks and Park/Playgrounds are considered "neighborhood" facilities and do not have rest room facilities available. Any time an organized event occurs, one must provide a restroom facility for all contributing to and participating in the event. Also, note that the Americans with Disabilities Act Section K states when planning temporary events such as a town festival or concert and where portable toilets are provided one such toilet shall be wheelchair accessible. If permanent toilet facilities are available signage should be used to direct individuals.

### **Parking**

A parking plan is required for each event. Parking must be directed to all city-owned public parking lots first and then other lots are accepted with written consent of the lot owner. There should be indication for handicapped parking in your plan. If it is proven that all city-owned parking lots will be exhausted or cause an extreme disadvantage to the businesses surrounding the area, then additional parking permission will be discussed. If your event requires "no parking" on city property, the number of signage and approval will come from the City of Geneva. The City of Geneva will not tow vehicles for events. The Geneva Police Department will assist to help find the owners of the vehicles to have vehicles moved. There is no guarantee that all vehicles will vacate the designated event area.

### **Post Event**

City Property and the event site must be restored to its original functioning condition within 24 hours following the event unless other arrangements are made in writing with the City of Geneva. If this fails to happen, applicant's security deposit will be forfeited and the City

will restore the site and bill the event coordinator for any fees over the \$300 security deposit. Similarly, an after-action meeting will be scheduled and held within a week of the events conclusion. Failure to comply could result in denial of future events.

### **Insurance**

Acceptable evidence of insurance must be filed with and approved by the City of Geneva at least 30 days prior to the scheduled date of the event on City property unless otherwise noted.

#### **Insurance Requirements:**

-Please refer to Appendix A of the Special Events Application for Insurance Requirements. Applicants are encouraged to send that section of the form directly to their Insurance Provider.

### **Fireworks**

This permit is based upon authority granted this office under Chapter 173 of the City's Municipal Code and is subject to the following terms and conditions:

1. The Geneva Fire and Police Departments must be notified of your specific plans. Your written notification to the Fire Department shall include a valid certificate of liability insurance, of at least one million {\$1,000,000.00} dollars specifically listing the City of Geneva as an additional insured {on file}.
2. Your fireworks display shall be in compliance with the National Fire Protection Association's (NFPA) Code 1123; shell size shall not exceed four (4") inches.
3. The State of New York shall dully license the party responsible for the actual handling and firing of the display.
4. Only those individuals trained and employed by the firing firm are to be on site throughout the set-up, display and during post show clean up.
5. There is a non-refundable fee of \$100 per fireworks display.
6. **You shall not proceed with the fireworks display unless the Geneva Fire Department has a standby crew on location during the entire fireworks display.**
7. The City of Geneva, its Fire Department, fire officers and firefighters shall be held harmless from any and all potential damages.
8. The Geneva Fire and Police Department's officer-in-charge shall retain the authority to stop the fireworks display at any time.
9. The Geneva Fire Department officer-in-charge shall meet with your representative one hour

prior to the display time to ensure that all safety issues have been addressed.

10. Your event staff, volunteers and attendees shall cooperate with the Fire Department's officer in-charge to ensure the safety of all present.

In addition to the above, the City retains the right to make additional requirements and/or revoke this permit should any concerns remain unresolved. If you have any questions or concerns regarding this permit application, please email the City's Special Events Coordinator at [events@geneva.ny.us](mailto:events@geneva.ny.us).

### **Reminder of Additional Park Rules:**

- Parks and Playgrounds are closed dusk to dawn.
- City sanctioned quiet hours are from 10:00PM to 7:00AM.
- Public parks and sidewalks cannot be closed to the public for any event.
- Overnight camping is not allowed in any city park.
- No pets are allowed in mulch play areas.
- Children should be supervised by an adult at all times.
- Use of play equipment and other park features is at your own risk.
- Abide by sign's regarding age-appropriate equipment use.
- Don't not leave trash or recycling at the park without proper containers.
- No alcoholic beverages, cigarettes or drugs permitted
- Report any issues to the park office at 315-789-5005