



City of Geneva Application for Use of City Owned Property

OFFICE USE ONLY:	
DATE SUBMITTED:	_____
SECURITY DEPOSIT CK #:	_____
EVENT FEE \$:	_____
RECEIVED BY:	_____

EVENT: _____

PLEASE READ CAREFULLY BEFORE SIGNING:

Please complete the attached application form as completely as possible. Please reference the attached policy and guidelines as deemed necessary. Answers to the questions should give a full description of all activities planned, all facilities needed, date and times of the event and the number of people expected. A mandatory detailed map needs to be submitted with each event application. A detailed explanation and timeline of your event is required with each submitted application. **The City of Geneva does NOT reference past years applications**, each event is determined on a year-to-year basis. Remember to date and sign the application. We will return any unsigned or incomplete applications. Please reference the application fees on page 7. The security deposit is due upon submission to reserve your event date. The rest of the event fees will be determined after your application is reviewed and processed. We encourage all event organizers to use the "Applicant Accountability Check List" on the following page to help track your progress. Applicants are also encouraged to turn in their applications early, as Use Permits are issued on a first-come, first-served basis. Applications must be submitted minimum 30 days prior to the event set-up date. Late fees will be assessed to applications received less than 30 days prior. Applications may be denied if we determine that there is insufficient preparation time for any aspect of an event.

RETURN ALL COMPLETED APPLICATIONS TO:

Office of Neighborhood Initiatives
 47 Castle Street
 Geneva, NY 14456
 Attn: Liz Toner

IF YOU HAVE ADDITIONAL QUESTIONS:

Liz Toner
 315.828.6588 or ejt@geneva.ny.us
 David Sharman
 315.789.5005 or dsharman@geneva.ny.us

APPLICANT ACCOUNTABILITY CHECK-LIST:

- **Applicant contact information:** must be filled out clearly and completely
- **Event Operations:** fill out clearly and legibly. Please take note of highlighted area. We will not accept incomplete applications.
- **Event Components:** If no event equipment is needed for your event, please be sure to check appropriate box. If equipment is needed, provide all information and details.
- **Downtown Event Review Committee:** Applicants are required to attend Geneva BID's DERC meeting. See page 4 for details.
- **Extra Event Components:** Follow directions to contact specific departments if your event needs banner hanging, addition power source or fireworks display.
- **Restroom Plan:** if you will not be providing restroom facilities for your event, please be sure to check appropriate box. If restroom's will be provided, be sure to include where they are rented from, quantity and show correct placement on submitted detailed map.
- **Garbage Pan:** Each applicant is required to have a garbage plan for their event. All garbage is carry-in, carry-out.
- **Site Plan:** each applicant is mandated to submit a clear and detailed event map(s). Make sure to include:
 - Street names
 - Barricade and/or cone placement
 - Street closures
 - Electric and water placement
 - Parking plan
 - Food vendor set up
 - Equipment drop off point
- **Event Description:** Make sure to be as detailed as possible and include all relevant information. If more space is needed, attached separate sheet.
- **Communication:** Each applicant is required to deliver adequate communication of their event to the public. If your event requires no parking in certain areas or street closures, surrounding businesses and residents need to be made aware of these restrictions minimum 1 week prior to event with specific details.
- **Insurance Requirements:** You are required to have liability insurance for your event. Insurance must be evidenced on an Acord 25 form with specific event listed with dates and times and submitted 30 days prior to your event set up date.
- **Return Completed application.** Make sure to sign and date.

1. APPLICANT CONTACT INFORMATION			
Applicant's Name:			
Organization Represented by Applicant:			
Mailing Address:			
	City:	State:	Zip:
Applicant Contact Information: *This should also be a day of contact for someone who will be onsite*	Day Phone:		
	Cell Phone:		
	Email:		
Additional Event Contact Person:	Name:		
	Day Phone:		
	Cell Phone:		
	Email:		
2. EVENT OPERATIONS			
Official Name of Event:			
Name of City Facility/ Property:			
Event Date(s) & Hours of Operation:			
Event Set up date:	Date:	Time:	
Event Breakdown Completion Date:	Date:	Time:	
Is this event open and/or advertised to the public?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Anticipated Maximum Attendance:			
Will there be amplified Sound?	<input type="checkbox"/> No <input type="checkbox"/> Yes hours ____ to ____		
Will food be sold, given and/or cooked at the event site? If yes, please explain	<input type="checkbox"/> No <input type="checkbox"/> Yes Details if Yes:		
Will alcohol be sold or given?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please submit a copy of temporary permit minimum 30 days prior to event set-up date. See pg. 9 for details		
Road Closures? If Yes, please add specific details to attached map and event description. Will not accept applications without either.	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Will there be any registration or admission fees collected at this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain what the charges will be and if any proceeds are being donated:		

3. 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 4th 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 Director Michael Mills (mills@genevabid.com) & Liz Toner from the City, 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.

4. EVENT COMPONENTS

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 on pg.9

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

Equipment *Fees may apply	City Resource Requested (Check YES for all Needed)	Will Supply on Own
Large Reviewing Stand (16x16)		
Small Low-level Risers (8x12)		
Podium		
Portable small PA system		
Barriers Wooden or Metal *Exact number not guaranteed*	Quantity & Type:	
Cones Large (MAX 100) Small (MAX 100) Exact number not guaranteed	Quantity & Type:	
Orange Safety Vests (10) Must pick up from City Hall/No drop-off	Quantity:	
Orange Safety Flags (10) Must pick up from City Hall/No drop-off	Quantity:	
No Parking Signs Please indicate areas requested	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Fencing Self-Install & DSNY Required	Feet: Post Drivers: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Water Connection \$ additional charge, see pg. 7 Must provide own water hose for hook up		
Electric Connection \$ additional charge, see pg. 7		
Utility Ramps (10) These protect electric cords on the ground	Quantity:	

5. EXTRA EVENT COMPONENTS

Seneca Street Banner Hanging	Jackie (DPW) – 315.781.3101 or jml@geneva.ny.us	Please contact Jackie to arrange
Fireworks	Anne Alaimo (FIRE) - 315.789.6305 or ata@geneva.ny.us	Please contact Anne if plan to have a fireworks display

6. **Restroom Facility Plan:** Each applicant is required to provide their own restroom plan. Use space below and follow guidelines as required by the City's use agreement. Restroom facilities must be clearly marked on attached map. The City of Geneva does not offer restroom facilities.

Please Check here if you plan to NOT offer restroom facilities at your event:

7. **Garbage Recycling Plan:** Each applicant is required to provide their own garbage/recycling plan. Use space below and follow guidelines as required by the City's use agreement. The City of Geneva does not offer garbage/recycling pick up. All garbage is carry in, carry out.

8. SITE PLAN

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, etc.
5. List requested road closures & requested no parking areas
6. Electrical & water plans for vendors and stages
7. Restroom facilities

9. EVENT DESCRIPTION

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

10. COMMUNICATION

Each applicant is required to deliver adequate communication of their event to the public. If your event requires no parking in certain areas or street closures, surrounding businesses and residents need to be made aware of these restrictions minimum 1 week prior to event with specific 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 Jackie to submit a banner request to have a banner hang on Seneca Street above the street. See pg. 4
- 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.

11. INSURANCE REQUIREMENTS

You are required to have liability insurance. Please see "Insurance" section in the Park Use Guidelines on page 10 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 with specific event listed and submitted 30 days before your event set up date for review.

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

No Yes Insurance company: _____

12. NYS PAUSE GUIDELINES

Applicant has read the NYS interim guidance for low-risk outdoor arts & entertainment and agrees to abide by all current NYS PAUSE guidelines and procedures for outdoor arts & entertainment during the COVID-19 public health emergency. Please indicate below how your event plans to ensure all NYS guidelines will be met:

13. SIGNATURE

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.

Applicant Signature

Date

City of Geneva Property Fees and Charges for Special Events as of January 1st 2020

Security Deposit

A refundable security deposit of \$250 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 Fee

A non-refundable Property 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.
(i.e. One (1) day reservation is \$100. Three (3) days is \$300, etc.)

You can pay the application fee by check, or in person at City Hall with Cash or Credit Card (additional transaction fee for cards). Other fees, explained below, may include, but are not exclusive to:

- Additional \$75 late fee (within 30 business days of event)
- \$75 for electrical hookup (box's and lamppost's, \$25 each additional day)
- \$75 for water hookup (\$25 each additional day)
- Any damages done to the park or equipment during the event past the extent of the security deposit (TBD if applicable)
- If you miss the scheduled fire inspection \$25 (if inspection is applicable)

Once we process your application, we will bill you for these additional costs upon review of requests. **Please do not pay application fees, with the exception of the security deposit, prior to application approval.**

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: Office of Neighborhood Initiatives
47 Castle St
Geneva, NY 14456



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

Overview

The following policies pertain to events being coordinated within the City of Geneva. An event is defined as any public gathering (ex. parade, sporting event, performance, demonstration, and exhibit) that makes use of city-owned property, facilities, or resources. Events meeting this definition must have an application through the City of Geneva. Events not meeting these criteria may still be a part of the City of Geneva provided resources are available. We will not discriminate based on purpose, intended audience, new or existing, large or small, for-profit or not-for-profit. Events making use of City of Geneva resources must be open and accessible to the general public (though an entrance fee may be charged).

These policies and the guidelines for individual facilities are in accordance with regulations set forth in the Geneva Municipal Code. City Parks and City Park/Playgrounds are open public facilities and while specific areas of these facilities may be reserved for a special event, the general public should be afforded access. Events organized by non-profit groups to benefit the community are permitted.

Certain facilities and parks may be leased for periods of time longer than one day and the lease holder will be permitted to operate commercial events as long as all contract obligations are met.

Applications and Guidelines are available at City Hall for the following facilities:

- Geneva Recreation Complex
 - Ice Use
 - Non-Ice Use
- City Parks/Playgrounds
 - Bicentennial Park
 - Brook Street
 - Clark Street
 - Genesee Park
 - Gazebo
- City Parks/ Playgrounds cont.
 - Gulvin
 - Jefferson
 - Lakefront Park
 - Nieder
 - Pulteney Park
 - Richards Avenue
 - Ridgewood Park
 - Skate Park at McDonough
 - Washington Street

Contracts

All individuals or groups utilizing City Parks, City Park/Playgrounds, and the Geneva Recreation Complex must abide by the guidelines for each facility. The application is the contract for the use of the facility will be approved by the City of Geneva upon compliance of guidelines set forth for the use of the facility.

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
- 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 Parks Use Permits are issued on a first-come, first-served basis.

-The City of Geneva accepts applications at any time for events:

- Late fees will be assessed to applications received within fourteen business days of the event;
- Late applications 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 \$250 security deposit, applicants are liable to pay additional fees. It is the responsibility to the event sponsor ***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.

Marking 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.

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. 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 3rd 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 be completely set up one (1) hour prior to the start of the event for a mandatory fire inspection. Please contact Anne for setting up an exact time for inspection at 315-828-6751. If you miss the scheduled inspection, the fee is \$25.00.

Neighborhood Notifications

Neighbors and businesses must be notified minimum one week prior to an event that will be in the surrounding area. You can post fliers on doors and work with City Communications to get an email out to the neighborhood. This is critical for events with amplified sound and street closures.

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.

Going Green

Large portions of Geneva's waste accumulate from events hosted by both the government and outside entities. The City encourages the use of recyclable materials and recycling products during and following the event. We highly discourage use of Styrofoam. Users are responsible for their own trash and recycling pick up. Vendors to abide by our green policy as well. Each of the bins that you use should be clearly marked. Please encourage attendees to carpool or walk. Cleaning products must meet environmental standards. We also encourage you to buy local!

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. If a car is parked in a "no parking" designated area of your event, legally the City of Geneva cannot tow cars for events. The Geneva Police Department will assist to help find the owners of the vehicles to have the cars moved. There is no guarantee that all cars 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, the City will restore the site and bill the event coordinator. Similarly, an after-action meeting will be scheduled and held within a week of the events conclusion.

Insurance

-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:

-The minimum coverage must consist of a Commercial General Liability (CGL) insurance policy or the equivalent with a minimum limit of liability of \$1,000,000 for each occurrence. Please note that at the discretion of the City and a select Events Committee, higher insurance limits may be required.

- Higher insurance will be required depending on the nature of the event. Some factors include but are not limited to: alcohol, athletics, fireworks or explosives, number of people in attendance, etc.

-If alcoholic beverages are being served, host liquor liability coverage must be included.

-If alcohol is intended to be **sold**, you must also obtain Liquor Legal Liability with a minimum limit of \$1,000,000.

-The "**City of Geneva**" must be an additional insured for primary and non-contributory limits of liability.

- The insurer(s) must provide no fewer than thirty (30) days' notice of cancellation, except ten (10) days as respects cancellation for non-payment of premium.

-Certificate of Insurance with the required coverages must be issued to:

City of Geneva
Attn: Event Insurance
47 Castle Street
Geneva, NY 14456

and must be sent to such address

(Attn: Liz Toner, Events

or sent as an email attachment to

ejt@geneva.ny.us

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. **You shall not proceed with the fireworks display unless the Geneva Fire Department has a standby crew on location during the entire fireworks display.**

6. The City of Geneva, its Fire Department, fire officers and firefighters shall be held harmless from any and all potential damages.
7. The Geneva Fire and Police Department's officer-in-charge shall retain the authority to stop the fireworks display at any time.
8. 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.
9. Your personnel 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, please email Liz at ejt@geneva.ny.us.

Reminder of Park Rules:

- Playgrounds are closed dusk to dawn
- 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