



**TOWN OF GATES
CLERK'S OFFICE**

1605 Buffalo Road
Rochester, New York 14624
Phone: 585-247-6100 Fax: 585-247-0017
www.townofgates.org

SPECIAL EVENT PERMIT APPLICATION

Applications should be received no later than 30 business days before the date of event

APPLICANT:

Name

Applicant's Street Address

City State ZIP Code

E-mail Phone

Promoter/Third-party

(Event Contact) (Email) (Phone)

EVENT DETAILS:

Street Address of Event Location

Indoor Outdoor Alcohol (additional permit required)

Event Date(s) Hours Set-Up Time Takedown Time

Attendee Estimate Admission Fee Fundraiser (Beneficiary)

Event Security Yes No _____
Security Company

Security Contact Name Phone

ONLY IF EVENT IS PARADE/RACE/RUN/WALK

Pre-Registration Yes No

Estimated Participants Time/Place of Assembly Time of Disbandment

Short Description of Event

Event Sponsor Street, Sidewalk, Park

APPLICATION FOR: Live Entertainment Background Music, Carnivals, Festivals Parade, Race, Walk
 Outdoor Cooking – Limited Street / Block Party Miscellaneous

Please note – Additional fees may apply to any category of special even based on the necessity for Town resources and foreseeable community impact. Such determination will be made at the discretion of the Town during the review process.

SWORN STATEMENT: As applicant or legal agent for the above-described property, I do hereby swear that all statements, descriptions and signatures appearing on this form and accompanying material are true and accurate to the best of my knowledge and that I have reviewed Chapter 76 of the Gates Town Code including reading and fully understanding the instructions, rules and regulations as described as part of this application.

Subscribed and sworn to before me
This _____ day of _____, 20____

Notary Public Signature

SIGNATURE -- Owner or Applicant

PLEASE PRINT -- Owner or Applicant

FOR OFFICE USE ONLY

Date Received: _____ Fee Amount Paid: \$ _____ Approved Denied

Received By: _____ Cash / Credit Card / Check #: _____ Date: _____



INSTRUCTIONS FOR SPECIAL EVENT PERMIT

Please read all information carefully before submission

****THIS SPECIAL EVENT PERMIT IS NOT TRANSFERRABLE****

A Special Event permit is required for Live Entertainment, Background Music, Street Parties, Parades, and Races (Run and Walk), pursuant to Chapter 76 of the Gates Town Code.

Live Entertainment shall be defined as music, theatre, dance or other similar entertainment, performed by person on premises for the benefit of an audience or patrons, pursuant to Chapter 76 of the Code of the Town of Gates. Live Entertainment shall include but not limited to entertainment provided by karaoke, musicians, vocalists, disc jockey, actors, dancers, puppeteers, magicians, and comedians. A Special Event permit for Live Entertainment shall be valid for a period of not more than seventy-two consecutive hours.

Background Music shall be defined as music which is an accessory use to a restaurant or bar, tavern or nightclub. Background music shall include music performed live by not more than two instrumentalists or two vocalists or one instrumentalist and one vocalist, pursuant to Chapter 76 of the Code of the Town of Gates. A Special Event permit for background music shall be valid for a period of not more than six months.

Parade, Race, Run, Walk: A Parade is defined as a public procession or march on the street from one destination to another. As a condition of permit approval, ALL residents, churches, and businesses in the affected permit area must be notified of time, date and route by the applicant. You must also notify 100% of the residents/landowners where street is to be closed, two weeks prior to event. Additional advance notification may be required for major events. A copy of the notification must be sent to our office before the permit can be issued. In order to determine public safety services, applicant must submit a realistic number of participants in the parade. A certificate of insurance must also be submitted with application.

What's Required before issuance of a permit?

- 1) A Completed Special Events Application (signed and notarized)
- 2) Submit and additional documents needed with application
 - a. For Live Entertainment/Background Music, Carnival or Festival:
 - i. If the applicant does not own the subject property, proof that the applicant has authority to apply as agent for the owner(s).
 - ii. The plan for use of live music, including the location, type of entertainment, and speakers.
 - iii. The name and address of the security company, if any, which will work on the premises, and a description of duties to be performed, subject to approval of Chief of Police.
 - iv. A description of the communications plan to be utilized by the even applicant or organizer to facilitate command and control of all routine and emergency activities related to the even, subject to the approval of the Fire Marshal and Chief of Police. Verification that there are no outstanding violations of the Town Code or the New York State Uniform Fire Prevention and Building Code on the property and which the Special Event will be held.
 - v. If event is indoors, applicant must provide a scaled floor plan showing layout of location so Fire Marshal can determine compliance with fire safety requirements
 - b. For Parade, Race, Run, Walk:
 - i. Map route for any parades and/or races (runs/walks) in order to determine public safety services.
 - ii. Notification of residents/businesses where any street(s) are to be closed, two weeks prior to event or more If major event
- 3) Copy of Applicant's Liability Insurance
- 4) Application Fee – Payable to "Town of Gates". ***This fee is non-refundable.*** Miscellaneous fees could be imposed at the discretion of the Town based on the necessity for utilization of Town resources or foreseeable community impact. These fees will be determined during the review process and prior to issuance of permit.
- 5) Any necessary required approvals

NOTE: Town officials may require more detail plans than what is submitted. If so, the applicant /organizer will be notified as such.



RULES AND REGULATIONS

The Applicant:

1. Agrees to indemnify and hold harmless the Town of Gates, its officers and employees from all claims of damage to person or property that may result from the activities permitted hereunder, and if requested, furnish corporate or surety of proof of insurance for such indemnity and I such amounts as the Town may deem requisite.
2. If Applicant is part of a Corporation, provide the following information with your application: Names and addresses of directors and officers of the Corporation. If the applicant does not reside in Monroe County, provide the name and address of the agent of the Corporation who shall be authorized to add and shall agree to accept notices or summonses which may be issues with respect to violations of any laws, ordinances, codes, rules or regulations resulting from a Special Event.
3. Must have a responsible person available on-site for entire event.
4. Must post Special Event Permit on-site 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, noise and health laws as may apply.
6. Is responsible for security to protect internal operations of said activities.
7. Must not advertise the event until approval is received from the Town of Gates.
8. Must be compliant with the Americans With Disabilities Act (ADA) Regulations.

The Town:

1. Reserves the right to determine to whom permits are issued.
2. Will confirm that there are no outstanding violations to the Town Code or the New York State Uniform Fire Prevention and Building Code on the property at which the Special Event will be held.
3. Reserves the right to require any Applicant to provide notice to neighbors before Special Event occurs.
4. Can cancel or modify the permit if the applicant is in violation of the terms or conditions of permit.
5. Is NOT responsible for any sums of money expended by applicant in anticipation of the planned activity.

Application Fees:

Live Entertainment	\$200.00	Outdoor Cooking (Limited)	\$50
Background Music, Carnival, Festival	\$150.00	Street/Block Party	\$25
Parade, Race, Walk	\$50.00	Miscellaneous	TBD

Waiver of any application fee will need the approval of the Gates Town Board

TOWN APPROVALS REQUIRED

TOWN CLERK: _____ DATE OF APPROVAL: _____

COMMENTS: _____

FIRE MARSHAL: _____ DATE OF APPROVAL: _____

COMMENTS: _____

CODE ENFORCEMENT: _____ DATE OF APPROVAL: _____

COMMENTS: _____

POLICE CHIEF : _____ DATE OF APPROVAL: _____

COMMENTS: _____

DPW: _____ DATE OF APPROVAL: _____

COMMENTS: _____

PARKS DEPT: _____ DATE OF APPROVAL: _____

COMMENTS: _____
