

## OFFICE OF THE CITY CLERK

City Hall, 1 Kennedy Plaza  
Utica, New York 13502

Tel.: (315) 792-0113

Fax: (315) 792-0220

permits@cityofutica.com



**Melissa Sciortino**

City Clerk

**Andrew Castilla**

Deputy City Clerk

### **SPECIAL EVENT FACILITY USE PERMIT APPLICATION**

**(Note: Parade Permits must be obtained through the Chief of Police)**

Please complete this application and submit it to the City Clerk's Office **NO LESS THAN 20 DAYS PRIOR TO THE EVENT**. An incomplete application or one submitted without the permit fee will not be accepted. **All events require a \$1 million general liability insurance policy naming the City of Utica as an additional insured party and must be submitted prior to the issuance of a permit** (Not required for expressive activities). The insurance requirements may be waived if the event is co-sponsored by the City of Utica. If Police, Fire and/or the City Services are required, costs will be the responsibility of the applicant/permit holder and organization (Not required for expressive activities). The applicant/permit holder is obligated to adhere to all rules and regulations detailed in the Code of the City of Utica.

**Park Rental applicants** will be required to pay a \$100.00, **NON-REFUNDABLE** permit fee to reserve event date (**Make check payable to the City Clerk**). Remaining balance, including \$100 refundable cleaning fee, is due no less than 20 days prior to the event date. The Commissioner of Parks shall determine whether or not the cleaning fee is refundable.

**Non park rental applicants** will require a **NON REFUNDABLE** \$100 fee to reserve desired event date.

- A. Organized Group are defined as groups where people organize into groups for the purpose of sporting events (for children and adults), community activities (not-for-profits/profits and educational), religious groups, family gatherings (reunions, block parties and family parties), public demonstrations (public awareness), picketing (labor unions) and charitable fund-raising events all for the betterment of the community and/or the quality of life and vital information for its residents.

#### **Band Shell Rental:**

1. The costs for using the band shell, if delivered within the City limits, shall be \$500 the first day, plus \$75 each additional day, plus a \$50 generator fuel fee.

2. The costs for using the band shell, if delivered outside of the City limits, shall be \$750 the first day, plus \$75 each additional day, plus a \$50 generator fuel fee, plus a delivery fee.
3. The delivery fee for the band shell outside of the City limits shall be determined by the Commissioner of Public Works. The Commissioner of Public Works shall prepare a schedule of the standard costs to be charged based on mileage, personnel and related costs, and file same with the City Clerk. These costs may be adjusted by the Commissioner from time to time to reflect changes in costs and unusual circumstances.
4. The City of Utica is not responsible for additional fuel for generator, renter is responsible for anything after first tank of fuel.
5. A \$100 non-refundable deposit is required at the time the application is submitted and will be deducted from the total costs for use of the band shell.

**Fee List – Prices Do NOT Include \$100 Refundable Deposit**

Chancellor Park - \$100

FT Proctor Park - \$100

Lincoln Park - \$100

Pixley Park - \$100

South Woods Pavilion - \$200

TR Proctor Park Pavilion - \$100

Hanna Park (City Hall) - \$100

Expressive Activates (See below) - Clean up deposit required, no fee

Recreation Center (Gym only) - \$200 + \$25 per hour (to cover building security and custodial. No deposit required)

**PARADE PERMITS MUST BE OBTAINED THROUGH THE CITY CLERK'S OFFICE AND APPROVED BY THE CHIEF OF POLICE**

Location: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Fee \$ \_\_\_\_\_

Deposit (\$100) \_\_\_\_\_ **(Make Check payable to the City Clerk)**

Applicant's Name: \_\_\_\_\_

**Applicant will serve as contact & permit holder – must be on site and in possession of permit during the entire event**

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

Federal I.D. # \_\_\_\_\_ Not-for-Profit? Yes \_\_ No \_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Time of Event: \_\_\_\_\_ To \_\_\_\_\_

Set up: \_\_\_\_\_

Breakdown: \_\_\_\_\_

**5000+ attendees require you to obtain NYS Department of Health Part 18 Permit (518) 473-8600**

Purpose & Explanation of Event (If applicable, attach map of proposed event site)

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Is the event one of Expressive Activity? Yes \_\_\_\_\_ No \_\_\_\_\_

**"Expressive Activity" includes conduct, the sole or principal is the object of which is the expression, dissemination or communication by verbal, visual, literacy, or auditory means, of opinion, views or ideas for which no fee or donation is charged or required as a condition of participation in or attendance at such activity. Expressive Activity does not include sports events, including marathons, fund raising events or events the principal purpose of which is entertainment.**

Will food be served?      Yes \_\_\_ No \_\_\_      If Yes, Name of Provider: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Will alcoholic beverages be SERVED?    Yes \_\_\_\_\_    No \_\_\_\_\_

Will alcoholic beverages be SOLD?      Yes \_\_\_\_\_    No \_\_\_\_\_

**\*\* If alcohol will be served, permission must be obtained from the Common Council  
(315) 792 – 0113**

**\*\* If alcohol is to be sold, the caterer MUST provide a NYS Liquor Authority  
Permit to the City of Utica.**

**NYS Liquor Authority: (518) 474 – 3114**

**SERVICES:**

Application requires the review of the Departments of Police, Fire and DPW/Parks to issue a permit. If the review determines costs will be incurred to effectuate the event, the applicant will be notified of estimated costs and all costs would be the responsibility of the applicant/permit holder. (Not required for expressive activities)

**POLICE SERVICES:**

*Please circle Yes or No*

**Will the event require Traffic Control?**    Yes    No

If Yes, provide a brief explanation

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**Will the event require Crowd Control?**    Yes    No

If Yes, provide a brief explanation

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**Will the event require special provisions for parking?**    Yes    No

If Yes, provide a brief explanation

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**Will buses transport participants?**    Yes    No

If Yes, how many? \_\_\_\_\_

**\*\* Before a permit is issued you must contact the Utica Police Department Traffic Safety Division at (315) 735-3002 to arrange bus parking \*\***

**Do you intend to hire security?**    Yes    No

If Yes, please list the provider: \_\_\_\_\_

**If the event is a movie shoot, will prop guns be used?**                      Yes    No

If Yes, for what purpose: \_\_\_\_\_

**FIRE SERVICES:**

Will the event require dedicated EMS\* or Fire Suppression\*\* units?              Yes \_\_ No\_\_

(\*Mandatory for Part 18 Permits /\*\* mandatory for fireworks).

**Fireworks Display Application must be submitted along with permit application**

If you are requesting to utilize fireworks for the event, provide the proposed information:

Exact Location: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

**GENERAL SERVICES:**

Describe how the event will be cleaned and premises restored: \_\_\_\_\_

\_\_\_\_\_

**NOTE: THE CITY OF UTICA DOES NOT PROVIDE ANY OF THE ITEMS BELOW, INCLUDING TRASH RECEPTACLES. YOU MAY USE PRIVATE RENTAL COMPANIES. FOR THE PURPOSES OF PUBLIC SAFETY, THE CITY OF UTICA RESERVES THE RIGHT TO DECLINE THE USE OF CERTAIN EQUIPMENT.**

Describe the equipment, furniture and supplies you will be **BRINGING** to the event site:

Sound \_\_\_\_\_  
Generator & Cords \_\_\_\_\_  
Chairs \_\_\_\_\_  
Tables \_\_\_\_\_  
Portable Restrooms \_\_\_\_\_  
Stages \_\_\_\_\_  
Lighting \_\_\_\_\_  
Tents \_\_\_\_\_  
Other \_\_\_\_\_

**\*\*THE CITY OF UTICA DOES NOT PROVIDE POWER. YOU MUST MAKE YOUR OWN ARRANGEMENTS\*\***

Unless the event is sponsored by the City of Utica, you will be required to provide a Certificate of Insurance verifying a \$1 million general liability insurance policy naming the City of Utica as an additional insured party. (Not required for expressive activities)

In the space below, please provide information about the insurance agency:

Agency Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact/Agent: \_\_\_\_\_

**BY SIGNING THIS APPLICATION, I AGREE I WILL BE THE PERMIT HOLDER SHOULD A PERMIT BE ISSUED AND WILL BE RESPONSIBLE FOR:**

1. POSSESSION AND DISPLAY OF PERMIT AT EVENT SITE
2. PROVIDING SUPERVISION AT THE EVENT
3. ORDERLY CONDUCT OF PARTICIPANTS AND SPECTATORS
4. PAYMENT FOR ANY DAMAGES TO SITE FACILITY
5. PAYMENT OF ALL FEES AND CHARGES
6. PAYMENT OF ALL POLICE, FIRE AND CITY SERVICES PROVIDED **(NOT REQUIRED FOR EXPRESSIVE ACTIVITIES)**
7. PARKING IN LEGAL, APPROVED AREAS
8. MAINTENANCE AND CLEAN-UP OF EVENT AREA **\*\*THIS IS TO INCLUDE ALL ANIMAL FECES AND RELATED WASTE (SUCH AS BEDDING MATERIAL AND FOOD) PRODUCED BY AND PROVIDED TO THE ANIMALS\*\***
9. ADHERENCE TO ALL CONDITIONS LISTED ON THE PERMIT WITHOUT LIMITATIONS

**I AM AWARE THAT ANY VIOLATION OF THESE PROVISIONS OR NON-  
PROVISIONS WITH NEW YORK STATE LAW OR CITY OF UTICA CODE IS  
GROUNDS FOR IMMEDIATE REVOCATION OF PERMIT AND  
CANCELLATION OF EVENT**

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

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Send check made payable to:

City Clerk  
City of Utica  
1 Kennedy Plaza  
Utica, New York 13502

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Approved by: \_\_\_\_\_

Date approved: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

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