

Office of the City Clerk
1 Kennedy Plaza
Utica, New York 13502
315-792-0114

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. All applicants will be required to pay a \$100.00 deposit (**Make check payable to the City Clerk**). Said deposit is refundable if the premises is left in a clean condition following the event. The Commissioner of Parks shall determine whether or not the deposit is refundable.

A. Organized Group are defined as groups where people organize into groups for the purpose of sports 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.)

1. New Band Shell (\$200.00 first day + \$75.00 each additional day + \$100 refundable deposit)
 - a.) If Band Shell is delivered over a thirty (30) mile radius the charge will be \$400 + \$75.00 each additional day + \$100 refundable deposit)
 - b.) The City of Utica is not responsible for additional fuel for generator, renter is responsible for anything after first tank of fuel.
2. Large Group Event (26 to 50 attendees)
3. Large Group Event (50+ attendees)
4. Chancellor Park (\$100.00)
5. FT Proctor Pavilion (\$100.00)
6. Lincoln Park (\$100.00)
7. Pixley Park (\$100.00)
8. South Woods Pavilion (\$200.00)
9. TR Proctor Park Pavilion (\$100.00)
10. Hanna Park (City Hall) (\$100.00)

- 11. Expressive Activities (See below) (Clean up deposit required, no fee)
- 12. Parade Permits must be obtained through the City Clerk's Office and approved by the Chief of Police)
- 13. Recreation Center (Gym Only)
 - 1.) \$200.00 (Gym Rental +\$25.00 Per Hour to cover building security and custodial.
 - 2.) No Deposit.

Location _____

Date of Application: _____ Fee \$ _____

Deposit (\$100.00) _____ (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 entire event)

Organization: _____

Federal I.D. #: _____ Not-for-Profit? ____ Yes ____ No

Address: _____

 (Street) (City) (State) (Zip)

Phone: _____
 (Home/Business) (Cellular) (Fax#)

 (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) :

Is the event one of Expressive Activity? Yes No

An 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. Phone: (315) 792-0113

_____ if alcohol is to be sold, the caterer MUST provide a NYS Liquor Authority Permit to the City of Utica. SLA phone number (518) 474-3115.

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:

Will the event require Traffic Control?

(If yes, provide a brief explanation)

Will the event require Crowd Control?

(If yes, provide a brief explanation)

Will the event require special provisions for parking?) _____

(If yes, provide a brief explanation)

Will buses transport participants? ___ Yes ___ No. If yes, how many? _____

(Before a permit issued you must contact the Utica Police Department Traffic Safety Division at (315) 735-3302 to arrange bus parking).

Do you intend to hire security? ___ Yes ___ No. If yes, Who _____

FIRE SERVICES:

Will the event require dedicated EMS* or Fire Suppression units? ___ Yes ___ No.**

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

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:

- **Orderly conduct of participants and spectators;**
- **Payment for any damages to site facility;**
- **Payment of all fees and charges;**
- **Payment of all Police, Fire and City Services provided;(Not required for Expressive Activities)**
- **Parking in legal, approved area;**
- **Maintenance and clean-up of event area;**
- **Adherence to all conditions listed on the permit without limitations; AND**
- **I am aware that any violation of these provisions or non-provisions with NYS Law or City of Utica Code is grounds for immediate revocation of permit and cancellation of event.**

Signature

Date

Print Name

Approved by: _____

Date approved: _____

Special Conditions:

Please submit in person or by mail to the Office of the City Clerk along with all appropriate fees.

Check should be made payable to:

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

**PLEASE BE ADVISED: BY SIMPLY FILLING OUT THIS FORM DOES NOT
CONSTITUTE A PERMIT OR LICENSE. NOR IS IT TO BE CONSTRUED THAT
SAME IS APPROVED UNTIL APPLICATION IS ACCEPTED AND ALL FEES ARE
PAID.**