

## City of Syracuse

# Special Event Permit Application Form

Special Events Division | City of Syracuse Parks, Recreation & Youth Programs

Phone: 315 – 473 – 4330 | Email: [eventpermits@syr.gov](mailto:eventpermits@syr.gov)

The Office of Special Events requires completing this application for all events on public property, including, but not limited to, streets, sidewalks, parks, and trails. Please review and complete the application with as much detail as possible.

1. Complete applications, accompanied by any necessary attachments, should be turned in with the application fee of \$100 made payable to the "Commissioner of Finance."
2. Applications are due **60 DAYS** before the event. Please submit the Special Events application with all required information to avoid denying the applicant's requested event.
3. Upon receipt, applications will be reviewed by the Special Events Division and an interdepartmental team, including the Syracuse Police Department, Syracuse Fire Department, the Department of Public Works, and others, depending on the nature of the application. Once reviewed by departments, the Special Events Division will contact the applicant directly to discuss the event, work to resolve any issues and satisfy requirements.
4. Applicants should **NOT** announce or advertise an event until the Special Events Division grants permission.
5. Applicants should be aware that events may require fees related to street closures, equipment rental, safety inspections, or other City service provisions.
6. Once an event is approved, the Special Events Division will contact the applicant and inform them.

### REQUIRED EVENT INFORMATION

*\*You must complete all fields below\**

Applicant Name: \_\_\_\_\_

*Please note that the applicant is also the person responsible for/contact person for the city throughout the event's planning and is on-site during the event. They are also responsible for any event fees owed to the City.*

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

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

Event Date(s) and Time(s): \_\_\_\_\_

Event Set-Up Date(s) and Time(s): \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Alternative Contact Phone: \_\_\_\_\_

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

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

Organization Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**EVENT INFORMATION**

Please select one:

Festival       Parade/Motorcade       Moving Athletic Event (Race/Walk/Cycling)

Other \_\_\_\_\_

Has the event been held in previous years?    Yes    No

If yes, date the event was last held: \_\_\_\_\_

**LOCATION INFORMATION**

Please check all that apply:

Street       Sidewalk       Park       Trail

Other \_\_\_\_\_

A layout/map of your event is required as an attachment to this application. See Event Guidelines for more information.

**ATTENDANCE INFORMATION**

All Event Types - Estimate TOTAL Attendance: \_\_\_\_\_

*Includes all attendees, participants, staff, volunteers, vendors, spectators, etc.*

For Moving Athletic Events & Parades/Motorcades:

Number of Participants: \_\_\_\_\_ Number of Marshalls: \_\_\_\_\_

For Parades/Motorcades:

Number of Vehicles: \_\_\_\_\_ Number of Units: \_\_\_\_\_

**STREET CLOSURE INFORMATION**

The City of Syracuse will ultimately decide if streets are closed for special events. See the "Street Closure" and "Notification" sections in the Event Guidelines for information on what applicants can do to show support for their event and subsequent street closure. The City will assist in determining the notification requirements the applicant must make for the closure based on the event size, impact/reach, duration, event history, etc.

STREET NAME	FROM...	TO...	TIME CLOSED	TIME OPENED

## EVENT GUIDELINES

Complete all the items that apply to the event:

ELEMENT	DESCRIPTION	INFORMATION NEEDED
<p><b>ADMISSION/REGISTRATION CHARGE</b></p>	<p>Will you be charging patrons a fee to participate in your event? If so, please list the amount.</p> <p>Examples of these fees include: Walk/run registration fees or charging an admission fee to enter a festival site.</p>	<p>Admission/Registration Fee:</p> <p>\$ _____</p>
<p><b>ALCOHOL SALE/USE</b></p>	<p>If you plan to sell/consume alcohol at your event, you must read, complete, and attach <b>Appendix B</b>.</p> <p><b>Wristbands:</b> Festivals must use wristbands to identify those old enough to purchase and consume alcohol.</p> <p><b>Closing Time:</b> Alcohol pouring will conclude no later than 30 minutes before closing time each night of the festival's run.</p> <p><b>Cups:</b> In compliance with the Syracuse Police Department, all alcohol must be sold in plastic cups.</p> <p><b>Permits:</b> The alcohol vendor is responsible for securing the appropriate permit/license from the State Liquor Authority.</p> <p><b>Beverage Surcharge Fee:</b> For events in Clinton Square, In Front of City Hall, and the Syracuse Inner Harbor, a beverage surcharge fee of 12.5% of alcohol sales (beer and wine) is due 30 days after the event's conclusion. The City will provide the form to calculate this fee.</p>	<p>Appendix B Attached:</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><b>Alcohol Insurance:</b> The vendor must supply a Certificate of Liability Insurance for \$2,000,000, naming the City of Syracuse as additionally insured. The entity providing the insurance must be the same entity that pulled the license.</p> <p>If you sell tickets to purchase alcohol, pouring alcohol will conclude no later than 30 minutes before closing each night of the festival's run. Tickets must stop being sold 30 minutes before the stoppage of alcohol.</p>
<p><b>AMBULANCE/MEDICAL PRESENCE</b></p>	<p>Per the NYS Department of Health, Emergency Medical Services are required for events with a projected attendance of 5,000 or more. For more information, see <a href="https://www.health.ny.gov/professionals/ems/part18.htm#emergency">https://www.health.ny.gov/professionals/ems/part18.htm#emergency</a>.</p>	<p>If your event expects to have 5,000 or more attendees, list your ambulance provider below:</p> <p>_____</p>
<p><b>AMERICANS WITH DISABILITY ACT COMPLIANCE</b></p>	<p>Event planners are responsible for ensuring event sites are accessible and barrier-free. Please refer to <a href="https://www.health.ny.gov/publications/0956/">https://www.health.ny.gov/publications/0956/</a>.</p>	<p>Do you have an accessibility plan in place?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If so, please attach a copy of your plan.</p>
<p><b>AMPLIFIED SOUND/PRODUCTION</b></p>	<p>Amplified sound at permitted special events must end by 11:00 pm.</p>	<p>Does the event feature entertainment (live performances/DJ)?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Name of Vendor providing the sound/production equipment:</p> <p>_____</p>
<p><b>PARADE/PUBLIC ASSEMBLY PERMITS</b></p>	<p>A parade/Public Assembly permit must be filled out for all events, such as parades, walks, runs, etc.</p> <p>Please see <b>Appendix C</b>.</p>	<p>Have you filled out and turned in your Parade/Public Assembly Permit?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>

ELEMENT	DESCRIPTION	INFORMATION NEEDED
<p style="text-align: center;"><b>FIRE SAFETY FUEL &amp; COOKING</b></p>	<p>Site plans for vendors utilizing fuel should be readily available for the Syracuse Fire Department to review. Event organizers and vendors must become familiar with the Fire Safety Details in the <b>Festival Vendor Agreement &amp; Rules Guide</b>.</p>	<p>Please check all that apply:</p> <p>Cooking Sources:</p> <p><input type="checkbox"/> Propane/Natural Gas</p> <p><input type="checkbox"/> Solid Fuel (Wood/Charcoal)</p> <p><input type="checkbox"/> Electric</p> <p>Non-Cooking Demonstrations Utilizing:</p> <p><input type="checkbox"/> Propane/Natural Gas</p> <p><input type="checkbox"/> Pyrotechnics</p> <p><input type="checkbox"/> Open Flames</p>
<p style="text-align: center;"><b>FOOD/BEVERAGE VENDING</b></p>	<p>All food and beverage vendors at the event must have an Onondaga County Department of Health Temporary Food Permit or Mobile Vending Permit. For more information, see <a href="http://www.ongov.net/health/env/documents/TemporaryFoodPermit.pdf">http://www.ongov.net/health/env/documents/TemporaryFoodPermit.pdf</a>.</p>	<p>The event will have food/beverage vending:</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>See <b>Festival Vendor Agreement &amp; Rules Guide</b>.</p>
<p style="text-align: center;"><b>INSURANCE</b></p>	<p>General Liability Insurance, with an aggregate of \$2,000,000 per occurrence, is required for all festivals. Moving athletic events (runs &amp; walks) and parades/motorcades will need to turn in General Liability Insurance with an aggregate of \$1,000,000 per occurrence.</p> <p><b>Insurance Certificates MUST:</b></p> <ol style="list-style-type: none"> <li>Name the <i>City of Syracuse, 300 South State Street, Syracuse, NY 13202</i>, as additionally insured.</li> <li>Include the name and date of your event in the description space.</li> <li>Match the applicant's name or sponsoring organization as the insured party.</li> </ol> <p>Please email a copy of the Certificate of Liability Insurance to the Special Events Division.</p>	<p>Insurance Attached:</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><b>Additional Insurance Requirements:</b></p> <ul style="list-style-type: none"> <li>The Staging Company – minimum of \$1,000,000 general aggregate</li> <li>Food Vendors - minimum of \$1,000,000 general aggregate</li> <li>Security Company - minimum of \$1,000,000 general aggregate</li> <li>Portable Restroom Company - minimum of \$1,000,000 general aggregate</li> <li>Alcohol Vendor – vendor must provide a certificate of liability, including liquor liability, for a minimum of \$1,000,000</li> </ul>
<p style="text-align: center;"><b>NOTIFICATION TO RESIDENTS AND BUSINESSES</b></p>	<p>The applicant must notify all residents, businesses, places of worship and schools impacted by street closures and/or activities related to the event.</p> <p>Notification boundaries are typically ¼ mile beyond the boundaries of the event or route. For additional details, refer to <b>Appendix A</b>.</p>	<p>Appendix A has been read:</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Copy of the Notification Letter attached:</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Copy of the Notification Plan attached:</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p style="text-align: center;"><b>PARKING METERS &amp; PAY STATIONS</b></p>	<p>If your event is on a street with parking meters or pay stations, you must pay for the lost revenue in that area. Call the permit office at (315) 448 – 8600. Meters must be paid for before your event. Please see <b>Appendix E</b>.</p>	<p>Have you contacted the permits office:</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Have you paid for your meters:</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>

ELEMENT	DESCRIPTION	INFORMATION NEEDED
<b>ELECTRICAL</b>	<p>Please see the information from the Festival Vendor Agreement &amp; Rules Guide for Electrical Safety/Requirements. All electrical requirements apply to event organizers, staging companies, food vendors, non-food vendors and all exhibitors. Power requirement sheets should be submitted to the Special Events Division no later than two weeks before your festival's start date.</p> <p><i>If you have any questions, please call the City Electrician at (315) 473 – 4407.</i></p>	<p>I have read the Festival Vendor Agreement &amp; Rules Guide and understand all the safety/electrical guidelines:</p> <p style="text-align: right;"><input type="checkbox"/> Yes</p> <p>I have attached a copy of the Electrical Specifications sheet with all of my power requirements:</p> <p style="text-align: right;"><input type="checkbox"/> Yes</p>
<b>RESTROOMS</b>	<p>The Organizing Committee is responsible for securing and paying for the rental of portable restroom facilities.</p> <p>Load-In/Load-Out: The delivery and pick-up times of the portable restrooms will be determined at a pre-event meeting. To comply with ADA guidelines, 5% of restrooms ordered must be handicapped accessible.</p>	<p>Name of the vendor providing restrooms: _____</p> <p>Vendor contact number: _____</p> <p>How many restrooms will you be renting: _____</p> <p>How many accessible restrooms will you be renting: _____</p>
<b>ROUTE</b>	<p>If the event is a moving athletic event or parade, you must submit a detailed route in BOTH map and written form. Standard online mapping programs are preferred over handwritten maps.</p> <p>For written routes, use street directions, for example, "Run heads north on South Salina Street, turns east on West Genesee Street, etc."</p> <p>You must also fill out and submit a Parade/Public Assembly Application. Please see <b>Appendix C</b>.</p>	<p>Written route attached: <input type="checkbox"/> Yes</p> <p>Map of route attached: <input type="checkbox"/> Yes</p> <p>Parade/Public Assembly Application filled out: <input type="checkbox"/> Yes</p> <p>Have you sent out notifications to the neighborhoods impacted by your route: <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<b>SITE PLANS</b>	<p>For all events on City streets, parks, lots, or private property, a detailed site plan must accompany the application.</p> <p>Site plans must label the following:</p> <ul style="list-style-type: none"> <li>• All entrances and exits</li> <li>• Stage</li> <li>• Food Vendors</li> <li>• Other Vendors</li> <li>• If alcohol is to be served, its location</li> <li>• Restrooms</li> <li>• Tent locations and sizes</li> <li>• Security guard placement</li> <li>• Location of any other key points</li> </ul>	<p>Site Plan showing all the required items attached: <input type="checkbox"/> Yes</p> <p><b>Dimensions are required on all festival site plans!</b></p>

ELEMENT	DESCRIPTION	INFORMATION NEEDED
<p align="center"><b>SECURITY PLAN</b></p>	<p>A private security company will be required at events/festivals deemed necessary by the Special Events Division. They will be needed to staff specific entry points and any areas where beer/wine is being sold. The company needs to be insured, bonded, and licensed by the state of New York. The company must provide the City of Syracuse with a certificate of Liability Insurance for \$1,000,000, naming the City as additionally insured.</p>	<p>Security Company: _____</p> <p>Contact Person at Security Company: _____</p> <p>Phone Number: _____</p> <p>Security Liability Insurance Attached:  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p align="center"><b>STAGE &amp; SOUND</b></p>	<p>The event/festival organization is responsible for securing and paying for its staging, sound and lighting package. The staging/sound company is responsible for safeguarding its own cables and other equipment against tripping mishaps or other inherent dangers.</p> <p>The City of Syracuse Fire Department requires a barricaded area about five feet from the edge of the staging to prevent the audience from being pushed into it.</p>	<p>Stage Vendor: _____</p> <p>Load in Date &amp; Time: _____</p> <p>Load out Date &amp; Time: _____</p> <p>Phone Number: _____</p>
<p align="center"><b>STREET CLOSINGS</b></p>	<p>The streets to be closed for the event will be determined on an event-by-event basis. Times for street closings and openings will be determined in a pre-event meeting. A street closing permit application must be filled out (<b>Appendix D</b>).</p> <p>If you are closing a street(s) within the Central Business District where there is usually metered public parking, you will be billed for any lost parking revenue (<b>Appendix E</b>).</p>	<p>Have you filled out Appendix D with your street closing information:  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If there are meters/pay stations on the street, have you filled out the meter rental for Appendix E:  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p align="center"><b>TENTS &amp; CANOPIES</b></p>	<p>All tents and canopies must be identified on the Site Map, along with the location and dimensions of each tent.</p> <p>The event organizer is liable for damage caused to City property and must obtain approval from the Special Events Division before installation.</p> <p>All tents must be weighed, not staked.</p> <p>Tents must be flame retardant and bear a certificate or stamp stating so.</p> <p>Tents greater than 10'x12' require a tent permit from the Syracuse Fire Department.</p>	<p>Have you marked all tent locations on your event layout map:  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Have you contacted the Syracuse Fire Department and applied for a tent permit:  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>

# RULES AND REGULATIONS

Office of Special Events • 412 Spencer Street • Syracuse, NY 13204

*\*Please initial next to each*

- 1.) The Applicant is the event's responsible person and will be available on site for the entire event.
- 2.) The 12.5% Beverage Surcharge at Clinton Square is due two (2) weeks after the conclusion of the event.
- 3.) The Applicant is responsible for payment for costs related to event and any damages to an area or equipment. All bills (other than 12.5% Beverage Surcharge) owed to the City Parks Department are to be paid thirty (30) days after the conclusion of the event.
- 4.) The Applicant is responsible for all 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. Participants are to obey all traffic control devices and/or police commands.
- 5.) The Applicant is responsible for security to protect the internal operations of said activities.
- 6.) Applicant acknowledges that they are a Responsible Party under New York State COVID-19 Guidance and are required to adhere to all federal, state, and local COVID-19 restrictions, including, but not limited to, current New York Codes, Rules and Regulations and/or Governor's Executive Orders concerning the COVID-19 pandemic (collectively "COVID-19 Regulations"). As a Responsible Party, it is the Applicant's duty to remain current with all applicable COVID-19 Regulations. Failure to adhere to COVID-19 Regulations constitutes a violation of the terms and conditions of the permit.
- 7.) The Applicant must not advertise the event until approval to do so from the City of Syracuse/Special Events Office.
- 8.) Applicant is required to submit this completed application no later than thirty (30) days prior to the event date. Applicant is also required to secure all permits and submit all additional documents at least thirty (30) days prior to event.
- 9.) Any Costs incurred in acquiring the necessary permits, certifications, plans, insurance, and all other documents required by the City of Syracuse, are at the sole expense and risk of the Applicant/Event Organizer.
- 10.) The City of Syracuse reserves the right to determine to whom permits are issued.
- 11.) The City of Syracuse reserves the right to determine if, and when, streets will be closed.
- 12.) The City of Syracuse can cancel the permit if the applicant is in violation of the terms and conditions of permit.
- 13.) The City of Syracuse is NOT responsible for any sums of money expended by applicant in anticipation of the planned activity.
- 14.) All unpaid/past due bills owed to the City of Syracuse from an applicants event will be referred to the City's Law Department for collections.

Applicant hereby agrees to indemnify and hold harmless the City of Syracuse, its officers and employees from any and all claims of damage to persons or property that may result from the activities permitted hereunder. The applicant shall, if requested, furnish Corporate surety or proof of insurance for such indemnity and in such amount as may be deemed requisite.

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the true named applicant, or representative of said applicant, that the statements in said application are true, and that I have read and understand the City Event Guidelines and Rules & Regulations.

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

**Subscribed and sworn to before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_ **2** \_\_\_\_\_

(DAY) (MONTH) (YEAR)

\_\_\_\_\_  
(COMMISSIONER OF DEEDS / NOTARY PUBLIC) **Expires** \_\_\_\_\_

**Event Notification Requirements for Impacted Area**

- 1.) The applicant is required to notify all houses, churches, and businesses along the closure of your event with in a 1/4 mile radius.
- 2.) The applicant should pay special attention to churches and businesses that will be open during event hours.
- 3.) The applicant is 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.
- 4.) The notification must be delivered no later than one month prior to the event.
- 5.) The applicant is required to work with individuals and business owners and to accommodate possible issues or conflicts in advance.
- 6.) The notification letter must include:
  - Name of the event
  - Type of event
  - Event Date(s)
  - Event Hours
  - Street Closure Date(s)
  - Street Closure Hours
  - Name of streets to be closed
  - Name of the business or organization hosting the event
  - Event Contact Person
- 7.) A copy of the event notification must be received by the City Special Events Office prior to it being sent out to businesses, neighborhoods and churches.
- 8.) Depending on the event's scale, impact, or history, applicants may be required to show the City proof of the notification delivery via a signed document listing addresses that were notified.
- 9.) Efforts should be made to reach out to neighborhood groups and attend TNT meetings to spread the word about your event in the areas that will be impacted. The Special Events Office can help to get you in contact with these groups.
- 10.) New events should confer with the Special Events Office for guidance on earlier notification requirements.

Once approved, the notice must be mailed or hand delivered to the designated impacted areas at least one month prior to your event (or sooner per the level of impact of the event). Information on the notice should include, but not be limited to: the name of the event, date(s), time(s), location, type of activity and telephone number of where the public can contact your organization for concerns. Direct phone calls and attendance to neighborhood association meetings may also be required. Failure to comply with notification requirement may result in the forfeiture of the use of city property for the event. Verification of neighborhood notification is required.



**ALCOHOL**

- Wristbands: festivals must use wristbands to identify those old enough to purchase and drink alcohol.
- Closing Time: Pouring of alcohol will conclude no later than thirty (30) minutes before closing time each night of the festival's run. Should public safety issues arise, it will be at the discretion of the Syracuse Police Department to close off alcohol sales earlier.
- Cups: In compliance with the Syracuse Police Department, all alcohol must be sold in plastic cups. The beer vendor may use cans, and pour beer from the cans into plastic cups for public consumption.
- Permits: The alcohol vendor is responsible for securing the appropriate vending permit/license from the State Liquor Authority.

TURN THIS DOCUMENT IN TO  
THE CITY'S CENTRAL PERMIT  
OFFICE AT ONE PARK PLACE  
315-448-8600

**DEPARTMENT OF POLICE**  
**SYRACUSE, NEW YORK**

Special Events Permit - Open Container Waiver  
[City Ordinance Chapter 16, Article 14, Section 16.48]

Requesting Organization (including names of officers):

Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Date of Application: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_

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

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

Purpose of Event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Will part of a street be closed for this event?  Yes\*  No

\*If yes, street closing permit must be obtained

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Other information as the Chief of Police or his designee may deem reasonably necessary:

\_\_\_\_\_  
\_\_\_\_\_

This permit may be revoked due to emergency conditions which may arise before and during the course of the event for which granted, or for violation of any of the following regulations:

- 1.) The applicant shall carry a copy of this permit on his person during the event and shall be designated the person available to police officers for the transmission of the message and instructions to all persons attending the event.
- 2.) All persons attending the event shall obey the lawful commands of any police officer and shall at all times conduct themselves in a lawful manner.
- 3.) That the proposed special event is of such character, size, and location as to be appropriate to and in harmony with surrounding area and that the public neighborhood will not be endangered by the granting of such permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Date of Issuance:** \_\_\_\_\_

**License Division:** \_\_\_\_\_

**Special Events Division C.O.** \_\_\_\_\_

**Deputy Chief of Police:** \_\_\_\_\_

## **SYRACUSE POLICE DEPARTMENT EVENT INFORMATION**

*Please read this section carefully to determine what Syracuse Police permit forms you should be filing*

### **EVENT TYPE**

An Event Permit is generally understood to authorize the applicant's Event to take place at the public place under certain reasonable time, place, and manner restrictions.

The City distinguishes between:

- (a)** Public Assemblies or Parades: Events that are held in the public right-of-way (i.e., street, highway, parking lot, parking garage, bridge, culvert, crosswalk, ect.);
- (b)** Private Events: those held in City's parks, event spaces, or other Public spaces for exclusive use by participants invited by the permitted group; and
- (c)** Community Events: events hosted by a group that are open to the general public whether at no charge or for a fee determined by the sponsor of the Event Permit.

Public Assemblies or Parades, are strictly governed in law by Chapter 16, Article 10 of the Revised General Ordinances titled "Public Assemblies And Parades; Display Of Flags." Those Private Events and Community Events held in the City's parks, event spaces, or other public spaces are subject to the regulations set forth by the Department of Parks, Recreation & Youth Programs—pursuant to Syracuse City Charter and City Revised General Ordinance Chapter 14—as summarized and set forth in part within this application.

**Please review the following to determine which type of event you are applying for, and then proceed to fill-out the appropriate supplemental form(s), if any, in order to advance in the Event Permit application process:**

1. A **"Private Event,"** is the most common and simple event type. It is generally defined as an individual's or an organization's request for an Event Permit for their exclusive use of a certain portion of a public City park, such as a pavilion, an athletic field, or any other reasonably apportioned designated area for private use of that group. Private Events, in a public City space, are for participants invited by the sponsoring organization only. Examples of such Private Events may be family reunions, company or organization member-only picnics, or private athletic uses (e.g., softball game). Unless informed otherwise by a member of the Parks Department, the applicant need only initially complete the "Application for Event Permit," and does not need to fill-out either of the attached Supplemental Form 1A or 1B. If you intend to invite 200 people or more, the Parks Department may ask you to complete **SUPPLEMENTAL FORM 1B** and **SUPPLEMENTAL FORM 2**.
  
2. **"Public Assembly"** and **"Parades"** are defined generally as any event involving a concentration of persons upon the City's streets which, as a result, the assembly/parade would require government directed contingencies for the protection of participants, protection of the traveling public, and the continuity and coordination of emergency services to the community. This includes both organized stationary public assembly events and any mobile parades as further defined in and governed by Section 16-35 of the City's Revised General Ordinances. Private security and/or SPD officers may be required for these events at the applicant's expense. If you are applying for a "Public Assembly" or "Parade" permit, in addition to the Application for Event Permit you will be required to fill-out **SUPPLEMENTAL FORM 1A** and **SUPPLEMENTAL FORM 2**.

**EVENT TYPE (CONTINUED)**

3. A “Community Event” is, for all intents and purposes, a hybrid of both a “Private Event” and a “Public Assembly.” In essence, a “Community Event” is one where an individual’s or organization’s request for a permit for the exclusive use of a public space—such as a City park—that does not include the public right-of-way and/or does not otherwise have any meaningful collateral effect upon the public right-of-way. These events are designated for exclusive use of the designated area of the public space under the permit like a Private Event, but, unlike a Private Event, there is no specific invitation requirement. A Community Event is considered open to participants from the general public, even if a monetary fee is imposed by the sponsoring organization. In short, a Community Event is like a Public Assembly, but within the confines of a public space, most commonly a park, that does not affect the public right-of-way. Examples of a Community Event would be a cultural festival, a concert or other performance, a speaker, or any other event in a public space open to all members of the public which will not impede the public right of way. If you are applying for a “Community Event” permit with 200 people or more expected, or reasonably anticipated by the applicant, in addition to the Application for Event Permit **you will be required to fill-out SUPPLEMENTAL FORM 1B and SUPPLEMENTAL FORM 2**. If you are applying for a “Community Event” permit with less than 200 people expected or reasonably anticipated by the applicant, you do not need to submit Form 1B with the Application for Event Permit, but the Park’s Department reserves the right to request you complete Form 1B after a review of your permit application.

*If you are at all unsure as to which type of event you are holding or which forms you need to complete, please contact the Syracuse Police Departments Special Events Division (315) 442-5200 and they will be happy to assist you.*

**SECURITY & POLICE PRESENCE**

By ordinance, all Public Assemblies and Parades may require police protection and involvement, which is explained in further detail as part of SUPPLEMENTAL FORM 1A, titled “NOTICE TO PUBLIC ASSEMBLY AND PARADE EVENT PERMIT APPLICANTS.” As noted in that section, the Syracuse Police Department (“SPD”) will make a determination based upon objectively reasonable factors set forth in SUPPLEMENTAL FORM 1A, in accordance with all governing law and applicable local ordinances. SPD may also require the applicant hire an approved security company, either in addition to or in lieu of, SPD personnel.

Community Events (and possibly Private Events, but likely only where the number of participants is reasonably expected to exceed 200 people) may be required to hire an approved security company upon review by SPD, which is further detailed under SUPPLEMENTAL FORM 1B and SUPPLEMENTAL FORM 2, below. The number of security required will be determined by SPD.

SPD reserves the right to order sworn peace or police officers to be present at an event if the event’s security or safety requirements demonstrably exceed the scope, scale, and capability of private security companies and guards, after considering: (a) legal and tactical limitations of licensed private security guards versus sworn police officers; (b) documentation submitted by the applicant regarding the event; (c) additional documentation requested of the applicant by SPD; (d) the factors listed below to determine the number of officers assigned to an event (see SUPPLEMENTAL FORM 1B, below) and/or (e) the detailed security plan of the applicant’s proposed security company (see SUPPLEMENTAL FORM 2, below).

The City expressly reserves the right to have SPD officers at any event on or at public property within the City of Syracuse, without limitation.

PERMIT #: \_\_\_\_\_

**APPENDIX C: SYRACUSE POLICE PERMITS**  
**City of Syracuse Special Events Application**

**SUPPLEMENTAL FORM 1A**  
**PARADE/PUBLIC ASSEMBLY PERMIT**  
**(CITY ORDINANCE SECTION 16-35)**

<b>Requesting Organization:</b>	<b>Name of Applicant/Representative:</b>
<b>Address:</b>	<b>Address:</b>
<b>Business Phone:</b>	<b>Business Phone:</b>
<b>Home Phone:</b>	<b>Home Phone:</b>
<b>E-mail:</b>	<b>E-mail:</b>

**Date of Application:** \_\_\_\_\_ **Reason/Purpose of Application:** \_\_\_\_\_

**PARADE APPLICATION:**

Formation Location: \_\_\_\_\_ Dispersal Location: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Parade Route: \_\_\_\_\_

\_\_\_\_\_ Sound System: YES NO

Estimated Number of Participants: \_\_\_\_\_

Number of Motor Vehicle (see requirements on next page): \_\_\_\_\_

**PUBLIC ASSEMBLY APPLICATION:**

Explain the Public Assembly (concert, protest, demonstration, etc.): \_\_\_\_\_

Date(s) of Assembly: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Location(s) of Assembly: \_\_\_\_\_ Expected Number of Participants: \_\_\_\_\_

Sound System: YES NO Speakers, names: \_\_\_\_\_

\*Please attach supplemental paperwork if responses exceed space provided above.

**Date of Issuance:** \_\_\_\_\_

**Special Events Section:** \_\_\_\_\_

**Community Service Bureau Deputy Chief:** \_\_\_\_\_

**\*\*\*Police Stipulations\*\*\***

**if box is checked see "STIPULATIONS" section**

**SUPPLEMENTAL FORM 1A (Continued)**  
**NOTICE TO PUBLIC ASSEMBLY AND PARADE EVENT PERMIT APPLICANTS**

The Syracuse Police Department (“SPD”) will review the event application and determine the scope of private security required for your event based on the factors set forth below. Please complete **SUPPLEMENTAL FORM 2**, which concerns private security, and submit it with your application.

The City and SPD also reserve the right to order that sworn police officers be present at a public assembly/parade, or a combination of private security guards and sworn police officers, if the event has security or safety requirements for the event demonstrably exceed the scope, scale, and capability of private security companies and guards. Sworn police officers will almost always be necessary if the event requires road closures, such as for a parade. Please be advised that SPD does not provide police services free of charge for Public Assemblies or Parades where SPD has determined that police officers are required. SPD’s Special Events Section will review the police deployment and associated costs with the applicant (*via* telephone or an in-person meeting) before the Event Permit is issued. SPD’s Special Events Section will also provide the applicant with an invoice indicating the reason why officers are being required, the number of officers, and estimated total cost of police presence to the applicant before the Event Permit is issued. The expense for each officer will be based on the current hourly overtime rate.\*

All final figures of required SPD personnel need to be approved and reviewed by SPD, and SPD shall have discretion to deviate from any of the proposed numbers. In the event that SPD deviates upward from the proposed numbers of required SPD personnel, payment by the applicant for the increased SPD personnel will not be required. (This is assuming that the applicant has not altered the application.) However, if the invoice increases due to the SPD personnel’s overtime rate, the applicant will be required to pay that cost. For this reason, the invoice will assume the hourly rate for officers at the top end of the spectrum to provide applicants with the best estimate of the ceiling for SPD personnel.

The number of officers assigned to an event, if any, will be determined by SPD after an evaluation of the following factors:

1. The size of the event based on number of participants, vendors, vehicles, attendees, or any other involved entity (e.g., generally, for events with 200 participants or more, one police officer may be required for every 100 attendees);\*\*
2. The overall level of usage of the public right-of-way approved for the event (e.g., generally, road closures will require additional officers);
3. The presence of an alcohol permit for the Event; and,
4. The compelling need for security given the type of the event (e.g., the filming of a movie which closes streets or uses a significant portion of a park).

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\*Applicants will be required to pay the contractually obligated overtime rate for each and every police officer based on the officer’s rank. The current overtime rate is typically \$50/hour.

\*\*Generally, every three police officers will require an additional supervisory officer (e.g., sergeant, lieutenant, captain, or deputy chief).

**SUPPLEMENTAL FORM 1A (Continued)**  
**NOTICE TO PUBLIC ASSEMBLY AND PARADE EVENT PERMIT APPLICANTS (Continued)**

For example, a community block party may not require security guards or police officers. At the other end of the spectrum, a parade or procession requiring the closure of multiple city streets will likely require several police officers.

The applicant and/or event organizer will be required to reimburse SPD for police officer deployment associated with the event within 30 days of receiving the invoice for services rendered. The City of Syracuse will not charge the applicant for SPD's services when SPD determines that SPD's routine patrol functions are sufficient based on the same above-listed factors.

SPD shall further determine if the Public Assembly or Parade requires the closure of the entire street, some part of the street, or no closure of the street (this equally applies to other types of public right-of-way). Participants may be directed to use the sidewalk, based on the day of the week, time of day, and participant's safety where the use requested would render use of a roadway impracticable under factors considered under Section 16-35.

Two or more distinct events will **not** be allowed to use the same route or assembly location without written permission from each and every applicant and the approval of SPD.

**VEHICLE PARTICIPATION**

Any motor vehicle participating in any parade or public assembly must meet all New York State Vehicle & Traffic rules and regulations, including a valid registration, current insurance coverage, and current NYS Inspection. Each vehicle must be operated legally and safely by a driver licensed to operate that type of motor vehicle involved, in accordance with all New York State Vehicle & Traffic rules and regulations. Proof of this requirement must be available for all vehicles and all drivers at the time of the event and must be produced if an SPD officer so requests. Any motor vehicle or driver who does not have such proof on the day of the event will not be allowed to participate in the event.

**SEARCHES MAY BE REQUIRED**

The applicant and the sponsoring organization understand the City reserves the right to require searches of participants prior to entry into an Event under the following conditions:

- a. if the Event is one requiring elevated high security (such as the presence of a public figure or other dignitary); or
- b. the Event is held within an enclosed space that—regardless of the Event—would in the normal course of business so require (e.g., City Hall).

Any search requirement will be discussed with the applicant in advance in order to ensure the safety of all participants and the general public, and upon discussion may be determined a necessary condition in order for the City to authorize the issuing of a permit.

**SUPPLEMENTAL FORM 1A (Continued)**  
**RULES & REGULATIONS**

This City expressly reserves the right to revoke any permit granted from this application due to any emergency condition(s) that could arise before or during the course of the Event for which the permit has been granted or for any violations of the following regulations, without any prior notice to the applicant. Further, by signing the below, the applicant and the applicant's sponsoring organization understands and agrees to abide by the following:

- 1.) The applicant shall carry a copy of this permit on their person during the Event and will be designated as the contact person available to police officers for the transmission of messages or directions to all persons participating or attending the Event. If the applicant is not going to be on scene, then another authorized representative shall carry the permit and make their role known to police officers on scene.
- 2.) All persons participating in or attending the event shall obey the lawful commands of any police officer and shall conduct themselves in a lawful manner at all times.
- 3.) Parades or processions will proceed at a constant pace and shall not be stopped (unless agreed to in advance, with SPD) except upon direction of the Police.
- 4.) All sections/groups in a parade/procession shall remain in close proximity to each other and will not step out of line to perform independent maneuvers.
- 5.) The normal flow of traffic shall not be deterred except in instances where a police officer so directs or orders.
- 6.) If the actual number of participants exceeds the estimated maximum number of participants to the point where SPD reasonably believes that the assigned police coverage is not adequate to provide for a safe environment for the participants or the public in general, SPD may, at its discretion, delay or cancel the event.
- 7.) The applicant and the sponsoring organization understands that each and every person present at or seeking entry to the Event shall be prohibited by governing New York penal law and Federal law from transporting, selling, using, possessing, or facilitating the possession of any weapon prohibited under and defined by New York law (e.g., NY Penal Law, Articles 265 and 270) and Federal law (18 USC § 921(a)(3); 18 USC § 922; and 18 USC § 930(g)(2)).

I, the applicant, agree to all of the above:

Date: \_\_\_\_\_ Name (Print): \_\_\_\_\_  
Signature: \_\_\_\_\_

**CONTACT INFORMATION:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**APPROVAL STIPULATIONS:**

PERMIT #: \_\_\_\_\_

**APPENDIX C: SYRACUSE POLICE PERMITS**  
**City of Syracuse Special Events Application**

**SUPPLEMENTAL FORM 1B**  
**COMMUNITY EVENT PERMIT**

<b>Requesting Organization:</b>	<b>Name of Applicant/Representative:</b>
<b>Address:</b>	<b>Address:</b>
<b>Business Phone:</b>	<b>Business Phone:</b>
<b>Home Phone:</b>	<b>Home Phone:</b>
<b>E-mail:</b>	<b>E-mail:</b>

**Date of Application:** \_\_\_\_\_ **Reason/Purpose of Application:** \_\_\_\_\_

Explain the Community Event (concert, protest, demonstration, etc.): \_\_\_\_\_

Date(s) of Assembly: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location(s) of Events: \_\_\_\_\_

Does the Event effect the Public Right of Way? YES NO

If YES, where and how? \_\_\_\_\_

Estimated # of Participants: \_\_\_\_\_ Sound System: YES NO

Name(s) of Speaker(s)/Performer(s): \_\_\_\_\_

**Date of Issuance:** \_\_\_\_\_

**Special Events Section:** \_\_\_\_\_

**Community Service Bureau Deputy Chief:** \_\_\_\_\_

**\*\*\*Police Stipulations\*\*\***

**if box is checked see "STIPULATIONS" section**



**SUPPLEMENTAL FORM 1B (Continued)**  
**NOTICE TO COMMUNITY EVENT PERMIT APPLICANTS**

The Syracuse Police Department (“SPD”) will review the event application and determine whether private security will be required for your event based on the factors set forth below. In the event SPD determines that your event requires private security, you will be asked to complete and submit **SUPPLEMENTAL FORM 2**. Private security will likely be necessary if 200 or more participants are reasonably expected to attend. Thus, if you reasonably expect 200 or more attendees, please complete **SUPPLEMENTAL FORM 2**, which concerns private security, and submit it with your application.

The City and SPD also reserve the right to order that sworn police officers be present at an event, or a combination of private security guards and sworn police officers, if the event has security or safety requirements that demonstrably exceed the scope, scale, and capability of private security companies and guards. For example, if your event is hosting a foreign dignitary to speak. Unless the event infringes on the right-of-way or requires road closures, it is unlikely that the City or SPD will require sworn police officers at a community event.

However, in the event that SPD is necessary, please be advised that SPD does not provide police services free of charge events where SPD has determined that police officers are required. SPD’s Special Events Section will review the police deployment and associated costs with the applicant (*via* telephone or an in-person meeting) before the event permit is issued. SPD’s Special Events Section will also provide the applicant with an invoice indicating the reason why officers are being required, the number of officers, and estimated total cost of police presence to the applicant before the event permit is issued. The expense for each officer will be based on the current hourly overtime rate.\*\*\*

All final figures of required SPD personnel need to be approved and reviewed by SPD, and SPD shall have discretion to deviate from any of the proposed numbers. In the event that SPD deviates upward from the proposed numbers of required SPD personnel, payment by the applicant for the increased SPD personnel will not be required. (This is assuming that the applicant has not altered the application.) However, if the invoice increases due to the SPD personnel’s overtime rate, the applicant will be required to pay that cost. For this reason, the invoice will assume the hourly rate for officers at the top end of the spectrum to provide applicants with the best estimate of the ceiling for SPD personnel.

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\*\*\*Applicants will be required to pay the contractually obligated overtime rate for each and every police officer based on the officer’s rank. The current overtime rate is typically \$50/hour.

**SUPPLEMENTAL FORM 1B (Continued)**  
**NOTICE TO COMMUNITY EVENT PERMIT APPLICANTS (Continued)**

The number of officers or security personnel requirements assigned to the event, if any, will be determined by SPD after an evaluation of the following factors:

1. The size of the event based on number of participants, vendors, vehicles, attendees, or any other involved entity (e.g., generally, for events with 200 or more participants, one police officer or security guard may be required for every 100 attendees);\*\*\*\*
2. The overall level of usage of the effected public area or park approved for the event;
3. The presence of an alcohol permit for the Event;
4. The compelling need for security given the type of event (e.g., the filming of a movie which closes streets or uses a significant portion of a park).

For example, a barbecue or softball game at a local park, open to the entire neighborhood, with less than 200 expected participants, would not likely require security guards or police officers. At the other end of the spectrum, a music festival, where attendees will be charged admission, alcohol will be sold, and hundreds of participants are expected, would likely require security guards or police officers.

Two or more distinct events will **not** be allowed to use the same route or assembly location without written permission from each and every applicant and the approval of SPD.

**SEARCHES MAY BE REQUIRED**

The applicant and the sponsoring organization understands the City reserves the right to conduct, or require private security company personnel to conduct, a search of participants prior to entry into an Event under the following conditions:

- a. if the Event is one requiring elevated high security (such as the presence of a public figure or other dignitary); or
- b. the Event is held within an enclosed space that—regardless of the Event—would in the normal course of business so require (e.g., City Hall).

Any search requirement will be discussed with the applicant in advance in order to ensure the safety of all participants and the general public, and upon discussion may be determined a necessary condition in order for the City to authorize the issuing of a permit.

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\*\*\*\*Generally, every three police officers will require an additional supervisory officer (e.g., sergeant, lieutenant, captain, or deputy chief).

**SUPPLEMENTAL FORM 1B (Continued)**  
**NOTICE TO COMMUNITY EVENT PERMIT APPLICANTS (Continued)**

This City expressly reserves the right to revoke any permit granted from this application due to any emergency condition(s) that could arise before or during the course of the Event for which the permit has been granted or for any violations of the following regulations, without any prior notice to the applicant. Further, by signing the below, the applicant and the applicant's sponsoring organization understands and agrees to abide by the following:

- 1.) The applicant shall carry a copy of this permit on their person during the Event and will be designated as the contact person available to police officers for the transmission of messages or directions to all persons participating or attending the Event. If the applicant is not going to be on scene, then another authorized representative shall carry the permit and make their role known to police officers on scene.
- 2.) All persons participating in or attending the event shall obey the lawful commands of any police officer and shall conduct themselves in a lawful manner at all times.
- 3.) Parades or processions will proceed at a constant pace and shall not be stopped (unless agreed to in advance, with SPD) except upon direction of the Police.
- 4.) All sections/groups in a parade/procession shall remain in close proximity to each other and will not step out of line to perform independent maneuvers.
- 5.) The normal flow of traffic shall not be deterred except in instances where a police officer so directs or orders.
- 6.) If the actual number of participants exceeds the estimated maximum number of participants to the point where SPD reasonably believes that the assigned police coverage is not adequate to provide for a safe environment for the participants or the public in general, SPD may, at its discretion, delay or cancel the event.
- 7.) The applicant and the sponsoring organization understands that each and every person present at or seeking entry to the Event shall be prohibited by governing New York penal law and Federal law from transporting, selling, using, possessing, or facilitating the possession of any weapon prohibited under and defined by New York law (e.g., NY Penal Law, Articles 265 and 270) and Federal law (18 USC § 921(a)(3); 18 USC § 922; and 18 USC § 930(g)(2)).

I, the applicant, agree to all of the above:

Date: \_\_\_\_\_ Name (Print): \_\_\_\_\_  
Signature: \_\_\_\_\_

**CONTACT INFORMATION:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**APPROVAL STIPULATIONS:**

**SUPPLEMENTAL FORM 2**  
**PRIVATE SECURITY COMPANY APPLICATION**

If you are requesting a public assembly/parade event permit, or reasonably expect 200 or more participants at your community event, please complete this form and submit it and the material referenced below with your permit application. If you are requesting a permit for a private event, you do not need to complete this form unless told to by a member of the Parks Department or SPD. In addition to private security, you are also free to hire an off-duty peace officer, such as a member of a local County Sheriff's Office. In that event, you do not need to attach items 1 and 2 below (concerning the security company's licenses).

The City expressly reserves the right to have SPD officers at any event on or at public property within the City of Syracuse, without limitation. However, the applicant will only be charged for police presence in the circumstances described in **SUPPLEMENTAL FORMS 1A** and **1B**, such as for road closures or for an event where the safety requirements demonstrably exceed the scope, scale, and capability of private security companies and guards.

All final security plans need to be approved by SPD and SPD shall have discretion to deviate from the final plan. The below form for SPD's review of your security company should be completed by the private security company, and all recommendations are subject to review, approval, denial, and modification by the City.

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**TO BE COMPLETED BY AUTHORIZED REPRESENTATIVE OF THE PRIVATE SECURITY COMPANY:**

Name of Company: \_\_\_\_\_

Company's Web Address: \_\_\_\_\_

Name of Authorized Company Representative: \_\_\_\_\_

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

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

Business Telephone: \_\_\_\_\_ Alternative Telephone: \_\_\_\_\_

Applicant Company is required to attach the following documents, which are incorporated by reference to this application:

1. Copy or proof of a license to operate as a business in the State of New York;
2. Copy or proof of license to operate as a personal security company in the State of New York;
3. Detailed security plan proposed by the security company, subject to revision by SPD; and proof of insurance for the event, listing the City of Syracuse as an additional insured.

**PROVIDING FALSE CLAIM INFORMATION IS PUNISHABLE AS A CRIME**

The undersigned company represented attests under the penalty of perjury that the above information, and all the information contained in the documents attached, is correct.

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

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

**APPENDIX D: Street Closing/Business District Block Party Permit Application  
City of Syracuse Special Events Application**

TURN THIS DOCUMENT IN TO THE CITY PERMIT OFFICE IN CITY HALL COMMONS 448-4718

App #: \_\_\_\_\_

**DEPARTMENT OF PUBLIC WORKS  
STREET CLOSING/BUSINESS DISTRICT BLOCK PARTY PERMIT APPLICATION**

To be used for events on a City Street (Clinton Square and other Parks excluded) in Business Districts in the City of Syracuse.

**APPLICATION MUST BE SUBMITTED TO THE PERMIT CONSULTATION OFFICE AT LEAST  
60 DAYS PRIOR TO THE EVENT**

**PLEASE READ THE FOLLOWING BEFORE SUBMITTING YOUR APPLICATION:**

**Applications must be complete with all required documents as listed below.**

- ❖ Insurance Certificate from applicant/sponsor, listing the City of Syracuse as additionally insured in the amount of at least \$1 million in General Liability. Endorsement page must be included. Liquor Liability insurance would be required if alcohol is to be sold and an Open Container permit would need to be obtained. Depending on the scope of your event, certificates of liability insurance naming the City of Syracuse as additionally insured may be required from the staging company and the food vendors involved with the events. City Special Events staff will inform you if these are necessary upon reviewing your event plans.
- ❖ In addition to this Street Closing Application an Original Parade & Assembly application must be submitted as well to the Syracuse Police Department, Special Events Division, 511 S. State Street, Syracuse, NY 13202.
- ❖ Diagram/Site of Location proposed to be closed:
  - Showing set-up of all staging, platforms, rides, scaffolding, bleachers, sound equipment, kiosks, tents, booths, tables, vehicles, or any other stationary items.
- ❖ Complete description of event, including:
  - Vendors, entertainment, food, beverages.
  - Description of how it's being advertised.
  - Plan for applicant's notification of event for local business/residents.
- ❖ Requests for needs from City if necessary (the City will provide barricades for closure):
  - Signs, electrical needs, generators, bandwagons, garbage barrels, trash pickup, etc...

**APPLICATION MUST BE COMPLETED IN ITS ENTIRETY TO BE PROCESSED**

**STREET CLOSING/BUSINESS DISTRICT BLOCK PARTY PERMIT APPLICATION**

(to be used for Business District in the City of Syracuse)

**APPLICATION MUST BE SUBMITTED TO THE PERMIT CONSULTATION OFFICE**

**AT LEAST 60 DAYS PRIOR TO THE EVENT**

**Applicant Information**

Applicant Name (Responsible Party): \_\_\_\_\_

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

Cell Number: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Sponsor/Company Name: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

**Event Information**

Type of Event:

- |                       |                          |
|-----------------------|--------------------------|
| _____ Block Party     | _____ Mobile Unit        |
| _____ Street Festival | _____ Religious Ceremony |
| _____ Clean-up        | _____ Farmers Market     |
| _____ Other:          | _____                    |
|                       | _____                    |

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

Event Description: \_\_\_\_\_  
\_\_\_\_\_

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

Between locations: \_\_\_\_\_ and \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Rain Date: \_\_\_\_\_ # of Days: \_\_\_\_\_

Actual Time(s) of Event: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

**(break down into days where necessary)**

Break Down Time: \_\_\_\_\_

## **Rules and Regulations: (Subject to Change at Any Time)**

**All City of Syracuse rules and regulations must be adhered to. Please initial each highlighted item.**

- \_\_\_\_\_ **FEES:** If your event requires staff, there may be additional costs.
- \_\_\_\_\_ **PARADE/PUBLIC ASSEMBLY PERMIT:** All applicants must fill out a Parade/Public Assembly application for the Syracuse Police Department.
- \_\_\_\_\_ **TENTS:** If your plans include tents, canopies or awnings of any kind that are larger than 120 square feet (10' x 12'), you are required by the Syracuse Fire Department to fill out a tent permit application. Please call Fire Prevention Bureau at 473-5525 ext. 500
- \_\_\_\_\_ **FLAMMABLE LIQUIDS/PROPANE PERMIT:** Those using propane at their event are required to have a current propane permit from the City of Syracuse Fire Department. The permits are good for one calendar year. There is a nominal fee.
- \_\_\_\_\_ **ELECTRICAL HOOK-UP:** Must contact Mary Beth Roach to coordinate if needed at (315) 473-4330 ext. 3006.
- \_\_\_\_\_ **MUSIC:** If event will have music, you must abide by the City of Syracuse Ordinance, Chapter 40, Noise Control Ordinance, Article 11, Section 40-16: No person shall operate, play or permit the operation or playing of any radio, television, phonograph, drum, musical instrument, sound amplified or similar device which produces, reproduces or amplifies sound: a) In such a manner as to create unnecessary noise across a real property boundary, except for activities open to the public and for which a permit has been issued by the administrator pursuant to rules and regulations promulgated by him, or by license issued by the commissioner of licenses.
- \_\_\_\_\_ **ALCOHOL:** An Open Container Waiver must be obtained for any and all alcoholic beverages at this event. Alcoholic beverages are for lawful personal consumption only. If alcoholic beverages are to be set up on the street, the exact location must be depicted in the description of the event provided. Any and all amount or type of alcoholic beverage must be kept only at the locations stated heron and shall be observed by the permit holder who shall not allow under age or intoxicated consumption. Applicant and/or Event Sponsor may be responsible for costs incurred by the Syracuse Police Department.
- \_\_\_\_\_ **BARRICADES:** Barricades will be manned at all times and removed promptly in the event access is necessary for emergency vehicle. The affected street must have at least 20 ft. left open for emergency vehicle access.
- \_\_\_\_\_ **MAKING CHANGES:** If you wish to make any changes to your permit, a request must be made in writing at least 2 weeks in advance.
- \_\_\_\_\_ **INSURANCE:** Insurance Certificate from applicant/sponsor, listing the City of Syracuse as additionally insured in the amount of at least \$1 million in General Liability has been attached. Liquor Liability insurance required (if alcohol is to be sold and Open Container permit will need to be obtained.

## **AFFIDAVIT OF APPLICANT / SPONSOR**

WHEN APPROVED, THIS APPLICATION FOR A STREET FESTIVAL/BLOCK PARTY PERMIT SHOULD AUTHORIZE THE SPONSOR TO CONDUCT A STREET FESTIVAL AS DESCRIBED. IT IS SUBJECT TO REVOCATION IF THE SPONSOR DOES NOT COMPLY WITH ALL PERTINENT LAWS, RULES AND REGULATIONS INCLUDING AN CONDITIONS OR RESTRICTION IMPOSED BY THE CITY OF SYRACUSE.

THE SPONSOR AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF SYRACUSE AND ANY AND ALL OF ITS EMPLOYEES, OFFICIALS AND AGENTS FROM AND AGAINST ANY LIABILITY (INCLUDING LIABILITY CLAIMS, LOSSES, EXPENSES OR COSTS OF ANY KIND, WHETHER ACTUAL, ALLEGED OR THREATENED, INCLUDING ATTORNEY'S FEES AND COSTS, COURT COSTS, INTEREST, DEFENSE COSTS AND EXPERT WITNESS FEES), INCLUDING ANY AND ALL CLAIMS AND JUDGEMENTS FOR PERSONAL INJURY OR DAMAGE TO PROPERTY RESULTING, DIRECTLY OR INDIRECTLY, FROM THE ACTIVITIES IN CONNECTION WITH WHICH THIS IS ISSUED, AND FROM ANY COSTS AND EXPENSES TO WHICH THE CITY MAY BE SUBJECTED OR WHICH IT MAY SUFFER OR INCUR BY REASON THEREOF.

THE APPLICANT FURTHER AGREES TO COMPLY WITH THE PERTINENT PROVISIONS OF NEW YORK STATE AND THE CITY OF SYRACUSE LAWS, RULES AND REGULATIONS.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Name (Signature)

\_\_\_\_\_  
Date

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public



# CITY OF SYRACUSE DEPARTMENT OF PUBLIC WORKS PARKING METER RENTAL APPLICATION

Company Name: \_\_\_\_\_

Person Making Application: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Street Location Needed: \_\_\_\_\_

North Curb: \_\_\_\_\_ South Curb: \_\_\_\_\_ East Curb: \_\_\_\_\_ West Curb: \_\_\_\_\_

Number of Spaces Requested: \_\_\_\_\_ First Date of Use: \_\_/\_\_/\_\_ Last Date of Use: \_\_/\_\_/\_\_

Reason Requested: \_\_\_\_\_

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**Conditions:**

Meter spaces or bags will only be issued when needed for the following purpose approved by the Commissioner of Public Works.

- ❖ The meter is within a designated work zone and appropriate permit is obtained from DPW
- ❖ To place a dumpster, lift truck, dump truck, crane, etc. with appropriate permit from DPW
- ❖ When a street cut is required within the parking area
- ❖ Moving vans required for relocating businesses
- ❖ Social or community events

At no time will metered spaces or bags be issued to allow for construction vehicle to use metered space solely as parking space. At no time are metered spaces or bags to be used on handicapped parking meters.

The charge for parking spaces is \$18.00 per space per day and is payable only by check or money order to the "Commissioner of Finance". YOU MAY ALSO BE REQUIRED TO SUBMIT AN APPLICATION FOR LIABILITY WAIVER. Please call 315-448-4714 OR 315-448-2489. with any questions.

If bags or cones are needed, they may be picked up at DPW, 1200 Canal St. Ext., Syracuse, NY 13210, Monday-Friday between the hours of 8:00 am - 5:00 pm on the day preceding the first day of use. They must be returned no later than 11:00 am on the day following the last day of use or you will be responsible for the applicable additional charges as following: 1 bag - \$15.00; 1 lock - \$15.00; 1 key - \$5.00; 1 cone - \$17.00; 1 barricade - \$23.00.

I certify that the above conditions have been met and that the parking meter bags and cones will not be used to reserve a parking space for either personal or business use. I also certify that I have received \_\_\_\_ bags, \_\_\_\_ locks, and one (1) key.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner of Public Works

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

# City of Syracuse Event Addendum for the COVID-19 State Disaster Emergency

Applicant's seeking permission to use and/or operate on City property for an event during the State Disaster Emergency for COVID-19 must acknowledge and agree to the following (**please initial next to each**):

- \_\_\_\_\_ 1.) As the Responsible Party, Applicant is accountable for adhering to all federal, state, and local COVID-19 restrictions applicable to the proposed event, including, but not limited to, current New York Codes, Rules and Regulations and/or Governor's Executive Orders, Department of Health Guidance concerning the COVID-19 pandemic (collectively "COVID-19 Regulations"). Applicant shall adhere to all COVID-19 Regulations and acknowledges their responsibility to remain current with all applicable COVID-19 Regulations.
- \_\_\_\_\_ 2.) Applicant shall provide their NAICS Code to the City of Syracuse for use in the New York Forward Business Reopening Lookup Wizard. to help identify applicable COVID-19 Regulations. In addition to any other applicable restrictions, Applicant agrees to adhere to any and all COVID-19 Regulations identified by the New York Forward Business Reopening Lookup Wizard.
- \_\_\_\_\_ 3.) Failure to adhere to COVID-19 Regulations constitutes a violation of the terms and conditions of the permit.
- \_\_\_\_\_ 4.) This Event Addendum is hereby attached and incorporated into the City of Syracuse Parks Department Permit Application to which it is inextricably linked and shall be collectively referred to as the "Event Application."

I, the applicant, agree to all of the above:

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

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

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

Event Name: \_\_\_\_\_

Event Dates: \_\_\_\_\_