

**TOWN OF GENESEE**  
**SPECIAL EVENT APPLICATION**  
Form required – all organizations

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

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

City: \_\_\_\_\_ Phone \_\_\_\_\_

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

Date(s) Requested: \_\_\_\_\_

Park Selection: Genesee \_\_\_\_\_ Sunset: \_\_\_\_\_

Special Facility Needs: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ cash \_\_\_\_\_ check number \_\_\_\_\_

Fees: Each Staff Person: \$20/hour- 2 hour minimum Bond: \$500.00

Pavilion: Town Park (1 side): \$290.00; Sunset (2 sides) \$580.00 (includes refundable \$300.00 Security deposit per kitchen) Port o Potties with Sink: \$ 160.00 Each Dumpster: \$ 280.00

Sports Fields: All Field Reservations Must Be Approved By The Recreation Director

I the undersigned Responsible Person have received Ordinance NO. 428-1, “Town of Genesee Park Rules and Regulations Ordinance”, and I hereby agree, on behalf of myself and on behalf of the above names organization (if any) to fully comply with all requirements of the same. My signature below signifies my agreement, on behalf of myself and on behalf of the above named organization (if any), to be bound by all obligations described in said ordinance related to this use of park facilities, including, but not limited to, Section A (I) (5) which requires me and the above named organization (if any) to **INDEMNIFY, SAVE HARMLESS, AND DEFEND THE TOWN OF GENESEE, AND PAY FOR ANY DAMAGE TO PARK FACILITIES,** as more fully described therein. The responsible person has also received the Special Event Permit Condition/Information sheet and understands its content.

It is understood by the person whose signature appears as well as organization he or she represents, that the scheduled use of any park in the Town of Genesee, that this reservation is subject to cancellation upon 24 hours in advance of time reserved due to issues beyond the control of the Town of Genesee.

**Responsible Person:** \_\_\_\_\_ **title:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **title:** \_\_\_\_\_

2-2022

# Town Genesee

## Park and Recreation Department

### Special Event Permit Conditions/Information

#### A. Approved Dates/Facilities

Dates

Rain Date

Facilities

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#### B. Layout and Setup

1. It is the objective and intention of the Public Works Superintendent and Recreation Director to minimize the impact on the park by special programmed events whenever possible.
2. A meeting may be required at the site with the Public Works Superintendent and or Recreation Director prior to the event to discuss details of use of the area, facilities and set up.
3. The park crews will prepare the facility for the event as arranged with the Recreation Director. A fee may be required to cover the cost of personnel and paid for by the event sponsor.
4. All portable objects such as fencing, portable toilets, etc. will be placed in service and removed by the Town at the expense of the event sponsor.
5. By signing this form the event sponsor has received and understands and will follow the code of ordinance No. 428-1.

#### C. Clean-Up and Refuse

Cleaning of the park area is the responsibility of the event sponsor. The event sponsor is to arrange for daily pick-up of the grounds and parking lots for debris. The park area shall be cleared of litter within 24 hours of the end of the scheduled event. Extra dumpsters will be ordered by the Town as necessary and paid for by the event sponsor.

#### D. Parking/Traffic Control

1. Traffic control of incoming, outgoing, and parking of cars is of high priority. Parking should be in the designated places only. With permission of the Park Board and Recreation Director exceptions can be made to accommodate special event circumstances. There should be no parking along the curb to maintain park roads. It is necessary to have access to the inner park for emergency vehicles at all times.

#### E. Food and Beverages Concessions

1. Event sponsors of public events that provide food and beverages concessions are responsible for securing all necessary licenses and permits.
2. Approval is required from the Lions Club in order to use there concession stand at Town Park. Submit the request a minimum of eight weeks in advance of the event (contact the Town Clerk's Office).
3. If the event sponsor elects to contract the service to a commercial vendor(s) the names addresses of such vendors will be provided to the Park Board and Recreation Director prior to the event.
4. Whenever authorized groups serve/sell alcoholic beverages during an event, a Temporary Class "B" Retailers License Permit must be approved by the Genesee Town Board as per State Law and served by a Genesee licensed Operators. Qualified groups may apply for all licenses through the Town Clerks Office.

## **F. Utilities**

1. Water and electricity may be available in certain areas of the park. Event sponsor should coordinate with the Recreation Director regarding water and electricity use.
2. Any temporary installation of additional services must be approved in advance by the Public Works Superintendent and Recreation Director, installed by a licensed contractor, with the total cost borne by the event sponsor.
3. Temporary generators may be used with the consent of the Public Works Superintendent and shut down after each day's operations.

## **G. Portable Toilet Facilities**

1. The Town will order portable toilets and wash basins for the event. The number of toilets will be determined by the number of individuals projected to attend the event. Toilets will be placed as close to the event as possible without damaging the grounds. Total cost will be paid for by the event sponsor prior the event.

## **H. Insurance**

1. Any group or event sponsor conducting a public event will be required to provide a comprehensive general liability insurance policy naming the Town of Genesee as an additional insured and including contractual liability insurance as indicated on the "Facility Use Application Agreement".
2. Groups or event sponsors who serve alcoholic beverages at Town parks will also be required to provide a liquor liability rider with the general liability policy.
3. In addition to the above coverage, the event sponsor is strongly encouraged to provide any or all of the following coverage's, if any of these conditions exist during the conduct of the public event.
  - a. **Comprehensive Automobile Liability Coverage**  
If the event sponsor will be using any owned, hired, or non-owned motor vehicles.
  - b. **Worker's Compensation Coverage**  
If the event sponsor will be using any employees during the event.
  - c. **Personal Injury Coverage**  
If the event sponsor is securing the services of a private security agency.
  - d. **Product and Completed Operations Coverage**  
If the event sponsor will be selling or distributing any food, beverage or non-consumable product.
4. The insurance certificate shall be presented to the Genesee Town Clerk at least **30 days prior** to the scheduled event.

The following suggested levels of insurance coverage will provide a general guideline:

\$1,000,000.00 Policy – Examples of events include athletic events,

Fireworks, bicycle events, auto displays, races

\$500,000.00 Policy – Examples of events include runs, walks, carnivals  
circuses, concerts and festivals.

\$300,000.00 Policy – Examples of events include parades, trade shows,  
art and craft shows.

The Town of Genesee reserves the right to designate the appropriate level of insurance and, if substantial risk is present, may require additional levels of coverage.

**I. Other**

1. The Public Works Superintendent and/or the Recreation Director has the final authority over cancellations of the event in case of inclement weather.
2. A refundable bond of **\$500.00** will be assessed and shall be presented to the Town Clerk **four weeks prior** to the event start date. **All paper work requested is needed for bond refund.** Nonprofit organizations may be exempt from bonding with approval of the Park Board and Recreation Director.
3. A financial report of total income and expenses, and net profit from all sources of the event in subject shall be submitted to the Park Board, **not more than 30 days**, following the event.

**J. Indemnification**

1. The \_\_\_\_\_, for itself, its heirs, successors and assigns, hereby agrees to indemnify, hold harmless and defend the Town of Genesee from any actions, causes of actions, damages or injuries including the payment of costs or expenses, including attorney fees, and including judgments taken against the Town of Genesee arising out of or relating to the use or operation of any of the Genesee Town Park system or properties.

**Town of Genesee Official**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

2-/15/22

**Event Sponsor Representative**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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