Permit: _____
Received: _____
Total: _____

CITY OF BINGHAMTON EVENT PERMIT APPLICATION

Event Permit applications must be submitted at least 35 days prior to the event to avoid incurring late fees. Applications submitted less than 35 days but not less than 30 days prior to the event will be charged a per-day late fee. Applications submitted less than 30 days prior to the event will not be accepted. ***Submission of an application does not guarantee approval of the event, the proposed location or any other details contained herein.***

APPLICANT INFORMATION

Applicant/Contact Person: _____

Business Name (If Applicable): _____

Mailing Address: _____

Telephone Number(s): _____

Email Address: _____

On-Site Event Manager(s): _____
Note: The On-Site Event Manager(s) must be on-site for the duration of the event, and must be available by telephone in case of emergency.

Emergency Telephone Number(s): _____

EVENT INFORMATION

Certain Event Permit information may be added to the City of Binghamton's Event Calendar, located on the City of Binghamton's website at www.cityofbinghamton.com. This information is marked with an asterisk (*).

Title of Event*: _____

Date(s)/Time(s) of Event*: _____
Note: The issuance of an Event Permit shall indicate compliance with all regulations outlined in Chapter 292, Noise, provided that the event is of 3 or less days in total. For events of longer duration, the Applicant must apply for a Noise Permit.

Event Website (If Applicable)*: _____

At what times do you intend to set up/clean up? _____

Rain Date(s)/Time(s) of Event* (Granted Subject to Availability): _____

Description of Event: _____

_____

_____

Estimated Number of Event Participants (Including Event Marshals and/or Volunteers):_____
Note: Pursuant to Broome County Charter & Code Chapter 168, Article IX, an Automated External Defibrillator (AED) and a person who is trained in Cardiopulmonary Resuscitation (CPR) must be available at any event during which five hundred (500) or more individuals will be in attendance at any given time.

Proposed location of Event, specifying designated area or portion of City property to be utilized.
Note: If this Event requires the closure of any City street, identify all streets to be closed. Notification of such street closures for events which are not held on Saturday, Sunday or a National Holiday must be published in the Press & Sun Bulletin at least two and not more than five days prior to the Event (see "Terms and Conditions"). City carousels and/or pools cannot be reserved. ***If you wish to reserve a City park for your event, please contact the Department of Parks & Recreation by telephone at (607) 772-7017 or by email at parks@cityofbinghamton.com to confirm availability. Submission of an application does not guarantee approval of the event, the proposed location or any other details contained herein.***

_____

_____

Date of Legal Notice Publication (If Applicable): _____

Race, Procession or Parade Route, as indicated in "Appendix A: Common Routes for Races & Parades": _____

Note: If you are requesting a route other than an approved route as indicated in Appendix B, you must obtain approval from the Police Department Traffic Division prior to submitting the Event Permit Application, and must submit a sketch of such route with the Event Permit Application.

Please select all items which will be placed upon City property and/or used during the Event. If any such items are selected, you must include a sketch of how and where such items will be arranged.

Note: The sketch may be hand-drawn, providing at minimum a basic outline of the site plan.

☐ Sound System/Amplification Device ☐ Platform/Grandstand/Stage[1] ☐ Cooking Apparatuses

☐ Electrical Equipment ☐ Tables & Chairs (Including Water Stations) ☐ Other: _____

☐ Tent(s)[2], with the following dimensions: _____

[1]*Note: Additional fees may apply for the use of a City stage.*

[2]*Note: In accordance with the definitions and regulations outlined in §§ F2402 – F2403 of the Fire Code of New York State, tents and membrane structures having an area in excess of two hundred (200) square feet (19 m^2) and canopies in excess of four hundred (400) square feet (37 m^2) shall not be erected, operated or maintained for any purpose without first obtaining an Operating Permit from the Fire Bureau. The approval of an Event Permit does not imply the approval of an Operating Permit, or vice versa.*

Sketch Attached: ☐ Yes ☐ N/A

Will cooking and/or the sale of food occur during the Event? ☐ Yes ☐ No

Note: If the sale of food will occur during the event, the Event Permit Applicant is responsible for ensuring that all necessary certificates from the Broome County Department of Health have been obtained prior to the event.

If cooking will occur during the Event, please describe all cooking apparatuses to be used.

Note: The Event Permit Applicant is responsible for obtaining all necessary Operating Permits, as may be required by the Fire Bureau. In addition, the Event Permit Applicant is responsible for ensuring that all proper safety measures as may be required by the Fire Bureau are observed.

_____

If you would like the City to provide electricity for this Event, please indicate the power requirements in the space provided below.

Note: Additional fees may apply for the provision of City electricity. Please consult the Department of Public Works at (607) 772-7021 concerning the availability of electricity at the requested location(s).

☐ Volts/Amps (120V/20A). Number of Circuits: _____

☐ Single Phase (208V/30A). Number of Circuits: _____

☐ Three Phase (208V/20A). Number of Circuits: _____

☐ Other: _____

If you would like the City to provide non-potable water for this Event, please indicate in what capacity the water will be utilized in the space provided below.

Note: Additional fees may apply for the provision of City water service.

☐ Water barrels for securing tents on pavement.

☐ Other: _____

Do you intend to allow vendors to operate during the course of your Event? ☐ Yes ☐ No

Note: The Event Permit Applicant may sublet space, hire vendors, and/or allow vendors to sell food, goods and/or merchandise as part of the Applicant's event. The Event Permit Applicant shall remain liable for vendor operations occurring during his/her event, and is responsible for ensuring that all vendors have obtained the documentation necessary to conduct their businesses.

Will access to public restrooms within City parks be required during the course of your Event? ☐ Yes ☐ No

Note: Access to public restrooms within City parks outside of normal operating hours shall be determined by the Director of Parks and Recreation.

Are you requesting a waiver of the Open Container Law? ☐ Yes ☐ No

Do you intend to sell and/or serve alcohol during the Event? ☐ Yes ☐ No

Note: At establishments with an on-site liquor license (such as a bar or tavern), the sale and consumption of alcohol must be confined to the area that has been licensed by the New York State Liquor Authority. If you wish to extend the permitted area to include City property, you must obtain a NYS Liquor Authority Special Event Permit. To obtain a NYS Liquor Authority Special Event Permit Application, please visit www.sla.ny.gov. Please note that such permit application will require the signature of the Mayor of the City of Binghamton or his designee as the Landlord/Owner of the City property to be utilized. Such application must be submitted with the City of Binghamton's Event Permit application. Should the City of Binghamton approve the Event Permit application, the Mayor or his designee will sign the NYS Liquor Authority Special Event Permit application. In addition, please note that the sale and/or service of alcohol on City property will require the provision of liquor liability insurance, as noted under "Mandatory Insurance Requirements".

Attach a copy of your NYS Liquor Authority Special Event Permit Application. ☐ Attached ☐ N/A

Note: Should the NYS Liquor Authority approve the Special Event Permit Application, you must submit a copy of such permit to the City Clerk's Office prior to the event.

MANDATORY INSURANCE REQUIREMENTS

All Event Permit applications must be accompanied by proof of general liability insurance coverage in the amount of not less than one million dollars ($1,000,000) and property damage insurance in an amount not less than fifty thousand dollars ($50,000). If the Event Permit Applicant intends to sell alcohol during the event, the application must also be accompanied by proof of liquor liability insurance coverage in the amount of not less than one million dollars ($1,000,000). Please note the following requirements:

1. The insurance certificate(s) must be endorsed.
2. The insurance certificate or endorsement must state the following, "***THE CITY OF BINGHAMTON IS NAMED AS AN ADDITIONAL INSURED ON A PRIMARY NON-CONTRIBUTORY BASIS***".
3. If primary, non-contributory liability insurance is not available, e.g., from another government agency that is self-insured, the City may waive such requirement based on an indemnification satisfactory to the Corporation Counsel.

Certain events may qualify for City sponsorship, as outlined in "Appendix B: Request for City Sponsorship". If the Event qualifies for City sponsorship, the City of Binghamton may provide the necessary insurance coverage. Please consult Appendix B to determine if your Event qualifies for City sponsorship.

Insurance Certificate attached. ☐ Yes ☐ No, the Event may qualify for City sponsorship.

Note: If you are requesting City sponsorship, please complete Appendix B: Request for City Sponsorship.

Workers Compensation Insurance attached. ☐ Yes ☐ N/A

Note: If the Event Permit Applicant or sponsoring organization has paid employees, the Event Permit Applicant must provide proof of workers compensation insurance coverage.

This Event constitutes a protest or a march where First Amendment issues are presented. ☐ Yes ☐ N/A

Note: An application for a protest or march where First Amendment issues are presented may be eligible for a waiver of some or all of the insurance requirements based on the Applicant's ability to obtain insurance, the size of the protest or march, and the potential for damage to persons or property. If you are requesting such a waiver, please complete Appendix C: Waiver for Protests & Marches.

EVENT PERMIT FEES

Application fee (one day only):	$25
Additional days (per day):	$10/day
City stage:	$25
City electricity:	$25
City water service:	$25
Overtime:	Fee based upon anticipated actual costs[3]
Late fee (per day):	$20/day

[3]*Note: Such additional fees shall be for personnel services only, not for equipment usage or similar services. Anticipated overtime costs outside the normal scope of City services shall be calculated by department heads during review process, and must be paid to the City Clerk prior to issuing the permit.*

TERMS & CONDITIONS

All Event Permits issued pursuant to this section shall be subject to the following terms and conditions:

A. The Event Permit Applicant is responsible for inspecting the public property which he or she intends to reserve for the exclusive and reserved use of the event in order to determine whether or not the public property is suitable for the proposed event, and to ensure that there are no defects or dangerous conditions. If, subsequent to submitting the Event Permit application, a new defect or dangerous condition appears, the Event Permit Applicant must advise the City of Binghamton in writing at least five (5) business days prior to the event. The City may, in its discretion, correct the defect or dangerous condition or may advise the Applicant to cancel or adjourn the proposed event. If the Event Permit Applicant provides less than five (5) business days prior notice

or elects to proceed with the proposed event before the defect or dangerous condition is remedied, the Event Permit Applicant and event participants waive any right of action against the City of Binghamton.

B. The Event Permit Applicant shall maintain responsibility for the City property which is reserved for the exclusive and reserved use of the event, and shall be responsible for the cleaning, maintenance and/or repair of said event area:

1. Maintenance shall include cleaning the City property which is reserved for the exclusive and reserved use of the event of all rubbish and debris, leaving the site in a clean condition. Such maintenance shall be subject to the satisfaction of the City of Binghamton. Maintenance shall also include the repair of any City property which may have been damaged during the course of the event.
2. Failure to clean, maintain, and/or repair the event area to the satisfaction of the City may result in the denial of future Event Permit applications. If such failure should occur, the City shall provide services for the cleaning, maintenance and/or repair of the area in which the event was held, and the cost of such services shall be billed to the Event Permit Applicant.

C. The Chief of Police may at his/her discretion and in the interest of public safety require the Event Permit Applicant to provide adequate security for the duration of the event (e.g. events which include the service of alcohol, and based upon the number of anticipated event participants or due to the time of the event). In addition, the Chief of Police may determine the number of volunteers and/or event marshals necessary to ensure the safety of event participants and other City residents.

D. Applicants who request closure of any City street must place a legal notice in the Press & Sun Bulletin at least two (2) days and not more than five (5) days prior to the first day of the event. The legal notice must state the name of the event, the street(s) to be closed, the time(s) and date(s) of closure. Recurring events may place one legal notice with all approved dates and times. This section shall not apply to an event on a Saturday, Sunday, or a National Holiday. Please utilize the following format for legal notices:

> [The Applicant/Organization] has received an Event Permit from the City of Binghamton for the [Title of Event], to be held on [Date & Time]. This event will require the closure of one or more City streets from [Date & Time] to [Date & Time]. The street(s) affected are as follows: [Street Name], from [Street Name] to [Street Name]; etc. For questions about this event, please contact [Name & Contact Information].

Note: Please contact the Press & Sun Bulletin in order to determine the deadlines for publication. In general, the Press & Sun requires at least three (3) days prior notice before publication. Failure to comply with Press & Sun deadlines for legal notice submission shall not constitute grounds for a waiver of this requirement.

E. The Event Permit Applicant shall comply with all regulations set forth by the Police Department, Fire Bureau, or other public safety personnel, and shall be responsible for ensuring that participants of the permitted event adhere to all noise and public conduct regulations outlined in the Code of the City of Binghamton.

F. Event Permits are non-transferrable.

G. No paint or other permanent markings are permitted upon City property for any event without the express approval of the Council of the City of Binghamton. Should Event Permit Applicants wish to place non-permanent markings upon City property for the purpose of showing the route for a procession, parade, or race, such markings shall be water-soluble.

H. The City of Binghamton maintains the right to require the Event Permit Applicant to provide portable toilet facilities at the proposed event. Such determination shall be based upon the nature of the event, and the estimated number of event participants.

I. Pursuant to Broome County Charter & Code Chapter 168, Article IX, an Automated External Defibrillator (AED) and a person who is trained in Cardiopulmonary Resuscitation (CPR) must be available at any event during which five hundred (500) or more individuals will be in attendance at any given time.

J. The Event Permit Applicant must designate at least one On-Site Event Manager who must be on-site during the course of the event, and who must be available by telephone in case of emergencies.

K. The City of Binghamton shall provide garbage and recycling receptacles at all events occurring on City property in order to prevent the accumulation of trash and recyclable materials.

L. Issuance of an Event Permit does not supersede other permits that may be issued for a similar area or times, e.g., an Event Permit does not supersede an existing Outdoor Café Permit.

M. Any notice can be e-mailed to the Event Permit Applicant or the sponsoring organization.

Hold Harmless & Indemnification. The Event Permit Applicant shall hold harmless and indemnify the City from any and all claims, actions, damages or liability arising from the permitted event of every name and nature which may arise or be incurred by the City as a consequence of giving such permission for the exclusive and reserved use of City property, or as a result of the conduct of event participants, or as a result of the cleaning of rubbish and/or debris from the area in which the event is held.

_____ _____

Signature Date