



**TOWN OF GREECE  
CLERK'S OFFICE  
APPLICATION FOR A SPECIAL  
EVENT PERMIT**

Application should be received no later than 15 days  
prior to the event

1 Vince Tofany Boulevard  
Greece, New York 14612-5016  
www.greecenyny.gov

Phone: (585) 723-2341  
Fax: (585) 723-2459

*William D. Reilich*  
Supervisor

**APPLICANT:** \_\_\_\_\_

**Event Details**

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Street Address of Event Location)

\_\_\_\_\_  
(City) (State) (ZIP Code)

\_\_\_\_\_  
(City) (State) (ZIP Code)

\_\_\_\_\_  
(Phone) (Email)

Indoors [ ] Outdoors [ ]

\_\_\_\_\_  
Business Phone Emergency Contact Phone

\_\_\_\_\_  
Date(s) of Event Hours Setup Time Takedown Time

\_\_\_\_\_  
Estimated Attendees Admission Charge Beneficiary (If Fundraiser)

\_\_\_\_\_  
(Short Description of Event)

**ONLY IF EVENT IS PARADE/RACE/RUN/WALK**

\_\_\_\_\_  
Time of Assembly Place of Assembly Time of Disbandment

Pre-Registration: Yes [ ] No [ ]

\_\_\_\_\_  
Event Sponsor Street, Sidewalk, Park Number of Volunteer Marshals

**Approvals Required**

All applications are reviewed by the Town Clerk, Greece Police Department, and Fire Marshal to ensure compliance with the Town's Special Event Local Law, applicable Town and State Laws, and for the following:

- 1) The proposed location is adequate for the size and nature of the event;
- 2) The event does not unreasonably interfere with the activities of people living or working in the area;
- 3) The event is not likely to cause injury to persons or property;
- 4) The event does not create a disturbance, cause disorderly conduct, or encourage or result in violation of the law;
- 5) There is adequate vehicular and pedestrian traffic control.

**APPLICATION FOR:** [ ] Live Entertainment (\$200) [ ] Background Music, Carnivals, Festivals (\$150) [ ] Parade, Race, Walk (\$50) [ ] Outdoor Cooking – Limited (\$50) [ ] Street Party (\$25) [ ] Miscellaneous – Fees to be determined based on the necessity for Town resources and foreseeable community impact.

Please note – Additional fees may apply to any category of special event based on the necessity for Town resources and foreseeable community impact. Such determination will be made at the discretion of the Town during the review process.

**A Special Event permit is required for Live Entertainment, Background Music, Street Parties, Parades, and Races (Run and Walk).**

**Live Entertainment shall be defined as music, theatre, dance, or other similar entertainment, performed by persons on premises for the benefit of an audience or patrons, pursuant to Chapter 175 of the Code of the Town of Greece. Live Entertainment shall include, but is not limited to; karaoke, musicians, vocalists, disc jockeys, actors, dancers, puppeteers, magicians, and comedians. A Special Event permit for Live Entertainment shall be valid for a period of not more than seventy-two consecutive hours.**

**Background Music shall be defined as music which is an accessory use to a restaurant or bar, tavern or nightclub. Background music shall include music performed live by not more than two instrumentalists or two vocalists or one instrumentalist and one vocalist, pursuant to Chapter 175 of the Code of the Town of Greece. A Special Event permit for background music shall be valid for a period of not more than six months.**

**Parade, Race, Run, Walk: A Parade is defined as a public procession or march on the street from one destination to another. As a condition of permit approval, ALL residents, churches, and businesses in the affected permit area must be notified of time, date, and route by the applicant. You must also notify 100% of the residents/landowners where street is to be closed, two weeks prior to event. Additional advance notification may be required for major events. A copy of the notification must be sent to our office before the permit can be issued. In order to determine public safety services, applicant must submit a realistic number of participants in the parade. A certificate of insurance must also be submitted with application.**

**Applicant must submit the following documents with this application (Live Entertainment/Background Music):**

The plan for the use of live music, including the location, type of entertainment, and speakers. The name and address of the security company, if any, which will work on the premises, and a description of duties to be performed, subject to approval of Chief of Police. A description of the communications plan to be utilized by the event applicant or organizer to facilitate command and control of all routine and emergency activities related to the event, subject to the approval of the Fire Marshal and Chief of Police. Verification that there are no outstanding violations of the Town Code or the New York State Uniform Fire Prevention and Building Code on the property at which the Special Event will be held. If event is indoors, applicant must provide a scaled floor plan showing layout of location so Fire Marshal can determine compliance with fire safety requirements.

**RULES AND REGULATIONS**

**The Applicant:**

1. Agrees to indemnify and hold harmless the Town of Greece, its officers and employees from all claims of damage to persons or property that may result from the activities permitted hereunder, and if requested, furnish corporate surety or proof of insurance for such indemnity and I such amounts as the Town may deem requisite.
2. If Applicant is part of a Corporation, provide the following information with your application: Names and addresses of directors and officers of the Corporation. If the applicant does not reside in Monroe County, provide the name and address of the agent of the Corporation who shall be authorized to and shall agree to accept notices or summonses which may be issued with respect to violations of any laws, ordinances, codes, rules or regulations resulting from a Special Event.
3. Must have a responsible person available on-site for entire event.
4. Must post Special Event Permit on-site during event.
5. Is responsible for all the activities permitted hereunder, which must be operated in conformity with all applicable laws and regulations, including but not limited to all safety, noise and health laws as may apply.
6. Is responsible for security to protect internal operations of said activities.
7. Must not advertise the event until approval is received from the Town of Greece.
8. Must be compliant with the Americans With Disabilities Act (ADA) Regulations.

**The Town:**

1. Reserves the right to determine to whom permits are issued.
2. Will confirm that there are no outstanding violations to the Town Code or the New York State Uniform Fire Prevention and Building Code on the property at which the Special Event will be held.
3. Reserves the right to require any Applicant to provide notice to neighbors before Special Event occurs.
4. Can cancel or modify the permit if the applicant is in violation of the terms or conditions of permit.
5. Is **NOT** responsible for any sums of money expended by applicant in anticipation of the planned activity.

**SIGNATURE AND ACKNOWLEDGEMENT**

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the true Applicant or representative

Named

Of said Applicant, that the statements in said application are true and that I have read and understand the rules and regulations.

Signature of Applicant (or representative): \_\_\_\_\_ Date: \_\_\_\_\_

**THE SPECIAL EVENT PERMIT IS NOT TRANSFERRABLE.**

**TOWN APPROVALS REQUIRED**

**Town Clerk:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Fire Marshal:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Tech Svs.:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Public Works:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Police Dept:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Deputy Supervisor:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Additional Comments:** \_\_\_\_\_