



William D. Reilich
Supervisor

TOWN OF GREECE CLERK'S OFFICE SPECIAL EVENT PERMIT APPLICATION

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

One Vince Tofany Boulevard
Greece, New York 14612-5016
www.greeceny.gov

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

APPLICANT:

(Name)

(Applicant's Street Address)

(City) (State) (ZIP Code)

(Phone) (Fax)

(E-mail)

EVENT DETAILS:

(Street Address of Event Location)
Indoors _____ Outdoors _____

Date(s) of Event Hours Set-Up Time Takedown Time

Estimated Number of Attendees Admission Charge Beneficiary (If Fundraiser)

CONTACT PERSON:

(Name) (Phone) (Fax) (E-mail)

APPLICATION FOR:

- Live Entertainment Background Music, Carnival, Festivals Parade, Race, Walk
 Outdoor Cooking (Limited) Street Party Miscellaneous

(Brief Description of Event)

DISCLOSURE: As defined by New York State General Municipal Law, Section 809, an officer or employee of the Town of Greece shall be deemed to have an interest in an application when he or she, his or her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them: (1) is the applicant; (2) is an officer, director, partner or employee of the applicant; (3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association which is applying; or (4) is a partner to an agreement with such an applicant, expressed or implied, whereby he or she may receive any payment or other benefit upon the favorable approval of such application.

Pursuant to the provisions of New York State General Municipal Law, Section 809 (Please check one of the following):

- There is (are) no person(s) who have an interest in this application.
 There is (are) person(s) who have an interest in this application. (On a separate sheet of paper, to be attached to this application form, indicate the name(s) and address(es) of such person(s), the nature and extent of the relationship to the applicant, and the nature and extent of the interest in the application.)

SWORN STATEMENT: As applicant or legal agent for the above-described property, I do hereby swear that all statements, descriptions, and signatures appearing on this form and accompanying materials are true and accurate to the best of my knowledge and that I have read and fully understand the instructions, rules and regulations as described as a part of this application.

Subscribed and sworn to before me

This _____ day of _____, 20 ____

(Notary Public)

(Owner or Applicant — PLEASE PRINT)

(SIGNATURE of Owner or Applicant)

DO NOT WRITE IN THIS SPACE (For Office Use Only)

Date Received: _____ By: _____ Fee: \$ _____ Receipt No.: _____

Decision: _____ Date: _____



**TOWN OF GREECE CLERK'S OFFICE
SPECIAL EVENT PERMIT FEE SCHEDULE
2023**

Applicant/Organizer Name: _____
Phone No. of Check Bearer: _____
Event Name: _____
Event Location: _____

<u>Application Type</u>	<u>Base Fee</u>
Live Entertainment	\$200.00
Background Music, Carnival, Festivals	\$150.00
Parade, Race, Walk	\$ 50.00 (each)
Outdoor Cooking (Limited)	\$ 50.00
Street Party	\$ 25.00
Miscellaneous	TBD

Total Fee: \$ _____

Make checks payable to the "Town of Greece"
MasterCard and Visa accepted

Date: _____ **Received by:** _____

**FOR TOWN CLERK USE ONLY
*TOWN APPROVALS REQUIRED***

Town Clerk: _____ Date of Approval: _____
 Comments: _____

Fire Marshal: _____ Date of Approval: _____
 Comments: _____

Tech Svcs: _____ Date of Approval: _____
 Comments: _____

Planning & Econ Dev: _____ Date of Approval: _____
 Comments: _____

DPW: _____ Date of Approval: _____
 Comments: _____

Police Dept: _____ Date of Approval: _____
 Comments: _____

Special Police: _____ Date of Approval: _____
 Comments: _____

Parks Dept: _____ Date of Approval: _____
 Comments: _____

Deputy Supervisor: _____ Date of Approval: _____
 Comments: _____

Additional Comments _____



INSTRUCTIONS FOR SPECIAL EVENT PERMIT
Please read all information carefully before submission

A SPECIAL EVENT PERMIT IS NOT TRANSFERRABLE

A special event permit is required for Live Entertainment, Background Music, Street Parties, Parades, and Races (Run/Walk), pursuant to Chapter 175 of the Code of the Town of Greece.

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 (72) 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 (2) instrumentalists or two (2) vocalists or one (1) instrumentalist and (1) 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 (6) months.

Required Approvals

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

That the proposed location is adequate for the size and nature of the event.

The event does not unreasonably interfere with the activities of people living or working in the area.

The event is not likely to cause injury to persons on the property.

The event does not create a disturbance, cause disorderly conduct, encourage, or result in violation of the law;

There is adequate vehicular and pedestrian traffic control.

Required Documents

A complete application consists of the following materials:

- Special Event Permit Application – signed and notarized.
- Special Event Permit Description Form of Proposed Event.

For Live Music/Background Music, Carnival, Festival also include:

- a. Location.
- b. If the applicant does not own the subject property, proof that the applicant has authority to apply as agent for the owner(s). Proof may be offered in the form of a notarized letter of authorization by the owner(s).
- c. Type of entertainment.
- d. Speakers being used if any.
- e. Name/Address of any security company (if any) and description of any duties being performed (subject to approval by the Chief of Police)
- f. Description of communication plan(s) to be utilized by event applicant/organizer to facilitate command and control of all routing and emergency activities related to the event (subject to approval by the Chief of Police and Fire Marshal).
- g. Verification that there are no outstanding violations of Town Code or NYS Uniform Fire Prevention and Building Code on which the event will be held.
- h. If indoors, a scaled floor plan showing the layout of location so Fire Marshal can determine compliance with fire safety requirements.



For Parade, Race, Run, Walk, also include:

- a. Map routes for any parades and/or races (run(s) and/or walk(s).
 - b. Proof of notification of all residents, churches and businesses effected were notified of the date, time and route by the application/organizer.
 - c. Notification (100%) of the residents/landowners where any street(s) are to be closed, two weeks prior to the event (additional advance notification may be required for major events).
 - d. Copy of any notification that was sent.
 - e. A realistic number of participants in any parade/race in order to determine public safety services
- Copy of Applicant's Liability Insurance
 - Application Fee – **This fee is non-refundable.** Checks must be payable to "Town of Greece". as determined by the attached Fee Schedule - Miscellaneous fees to be determined 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.

NOTE: The Building Inspector, Chief of Police or Fire Marshal may require plans that are more detailed than what this application requires. The applicant/organizer will be notified as such.

Rules and Regulations

1. The Applicant 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 in 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 Director 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 obeyed 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

Reserves the right to determine to whom permits are issued.

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.

Reserves the right to require any Applicant to provide notice to neighbors before Special Event occurs.

Can cancel or modify the permit if the Applicant is in violation of the terms or conditions of permit.

Is NOT responsible for any sums of money expended by the Applicant in anticipation of the planned activity.