

Event Assessment Guide

For Special Events, Tournaments or Fundraisers

Please review this information page to determine which reservation form(s) you are required to complete and submit for your event/activity. You do not have authorization to hold your event at any Town of Perinton Recreation and Parks Location/facility until a new event needs assessment guide and special event/temporary activity permit (if required) are issued from the Town.

The Event Assessment Guide is required for the following groups:

- Any function, private or open-to-the-public, that raises funds and/or sponsors a profit or non-profit organization on Town of Perinton owned park property.
- An event that exceeds facility capacity limits (Fire Marshall Code).
- Any function that requests use of the amphitheater at Center Park West.
- Perinton Community Center Room and Gym reservations may require permit if deemed above and beyond normal use of facility.

Required Form(s)

- **Amphitheater rental (click on link here):** An event that requests the use of the Amphitheater at Center Park.
- **Building or Shelter Reservation (click on link here):** Hosting an event may require the reservation of either a building and/or shelter depending on the size of the event.
- **Community Center Room (click on link here)/Gym Reservation (click on form link here):** Hosting an event may require the reservation of either a room and/or gym depending on the event.
- **Athletic Field Reservation (click on link here):** All tournaments, private sport camps or fee-based clinics and athletic events; all fee-based Clinics, not falling under resident roster guidelines and are raising funds for an organization or charity must complete the Special Event Application with athletic field form.
- **Tent/Tarps/Bouncy huts (click on link here):** Any use of a tent larger than 10'x10' or the use of multiple tents or the use of bouncy huts. Water dunk tanks are not allowed.

Please submit your completed Event Assessment Guide and any pertinent accompanying documents to Stacey Estrich at sestrich@perinton.org or Jeff Nutting at jnutting@perinton.org.

SPECIAL EVENT PERMITS must be submitted at least **60 days** prior to your proposed event.

Town of Perinton Recreation & Parks Department

A Special Event/ Temporary Activity Permit is required for ANY of the following:

- **Any function, private or open-to-the-public that raises funds and/or sponsors a profit or non-profit organization on Town of Perinton owned property.**
 - **Examples: Races, Runs, Walks, or Rides, all Festivals, Concerts, or Performances; all Commercial Film/Photo Shoots; Car Washes; Weddings, Corporate Functions, Bar-be Que**

The above form is available at the Code Enforcement Office at the Town Hall. Call 223-0770 for more information.

TIMELINE

Please review/fill out the pertinent page(s) in this document and where appropriate submit to the contacts above according to the schedule below:

A. 60 days minimum in advance of event date

[] **Certificate of Insurance:** If your event qualifies for a special event application, please obtain and submit a copy of your organization's certificate of insurance. The insurance certificate must list the Town of Perinton as certificate holder in the amount of no less than \$1,000,000.00.

ADDITIONAL INFORMATION:

*** If your organization has several events planned for 2015 of a similar nature, you only need to fill out this application once. Detailed information about each separate activity date is required.*

***Any cancellations require 10 days advance notice with completed form.*

***Before May 1st and after October 1st, it is the responsibility of the event organizer to supply restroom facilities due to Town restroom winterization.*

***Trash removal and building supplies: such as, excessive use of paper products may be billed separately.*

*** No Fireworks, including bottle rockets, sparklers.*

*** After review of your application your event may require neighborhood notification.*

***Letters alerting local Fire Department and/or Ambulance are required for walks, races, or large scale events.*

SPECIAL EVENT PERMITS must be submitted at least **60 days** prior to your proposed event.

Town of Perinton Recreation & Parks Department

Name of Organization or Group organizing the Event:

Name of Event:

Main Contact Person:

Main Contact Person Address:

City /State /Zip code:

E-mail Address:

Office/Home Phone #:

Day-of-Event Cell Phone #:

Fax #:

Organization Website:

Does your event require more than one day?

Event Time:

(Start/end time including set up & clean up. Will it occur outside normal park hours?)

Will you be selling tickets to your event?

Does your event require power?

Does your event include Live Entertainment?

(If yes, town code states NO amplified music without permission and neighborhood notification)

Does your event require amphitheater usage (Center Park only)?

Does your event require stage lighting?

Please describe what type of event you are proposing; including projected actual attendance:
(Including staff, volunteers, and participants.) *We also require an attendance report after your event is over.*

Town of Perinton Recreation & Parks Department

Please describe the requested location(s) within the park, and provide a map of the space requested for the Walk/Run/Ride Route:

Does your event affect the environment? _____

If yes, a short environmental assessment form is required from the Code Enforcement Department.

Please describe in detail your plan for trash removal:

Please describe in detail your plan for parking:

(Any event exceeding parking lot limits must submit a parking plan. You may need to present a letter from nearby companies granting permission to use their parking lots. Depending on size you may be required to reserve another park than requested)

Do you plan on serving food at your event? _____

(If yes, you must present the Monroe County Health Certificate with this application)

Town of Perinton Recreation & Parks Department

Bathrooms & Port-a-lets

If your event expects to draw a large number of people, the bathroom facilities at your chosen park may not accommodate your total attendance. Park bathroom facilities are closed from October 1st to May 1st. Should you be required to rent port-a-lets, please include the following information:

Who is your port-a-let provider? _____

How many port-a-let will you rent for your event? Suggest one unit for every 300 people.

When will your port-a-let be dropped off and picked up?

Where will your port-a-lets be set up? (Pavement or high, dry ground locations required).

Bulk Alcoholic Beverages

***All bulk beverage containers must be removed from site and/or Town property. There is no alcohol allowed at Perinton Community Center or Potter Park, Village of Fairport.*

Permit approval for the above items must be written in detail amongst the event proposal.

Bulk beverage request must answer the following questions:

Are you selling alcohol? _____ If yes, A NYS Liquor permit is required. (www.sla.ny.gov)

What types of bulk beverages are being served? _____

For how many people? _____

How are you regulating or enforcing drinking limits? _____

Will you be using a bartender? _____

Golf Cart or Other Motorized Vehicles

***All motorized vehicles and golf carts must stay on paved or gravel pathways. Operator must be at least 18 years old and possess a valid driver's license.*

What is the reason for small motorized vehicle requested?

At what time(s) of your event will it be in use?

Who will be operating the vehicle?

Is it rented or owned by a private individual (certificate of insurance required)?

SPECIAL EVENT PERMITS must be submitted at least **60 days** prior to your proposed event.