

<b>FOR TOWN USE ONLY:</b>	<b>APPLICATION FEE RECEIVED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>BARRICADE USAGE FEE \$</b> _____
	<b>TOWN CLERK APPROVAL</b> _____	<b>DATE:</b> _____
	<b>POLICE APPROVAL</b> _____	<b>DATE:</b> _____
	<b>POLICE FEE \$</b> _____ <b>RECEIVED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
	<b>FIRE MARSHAL APPROVAL</b> _____	<b>DATE:</b> _____
	<b>COMMISSIONER OF D.P.W. APPROVAL</b> _____	<b>DATE:</b> _____

TOWN OF IRONDEQUOIT  
APPLICATION FOR SPECIAL EVENT  
(PARADE – WALK – RUN – FESTIVAL)

A NON-REFUNDABLE FEE OF \$20.00 IS REQUIRED AT THE TIME OF APPLICATION

TYPE OF EVENT:  PARADE  WALK  RUN  FESTIVAL  OTHER \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

NAME OF SPONSOR ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONE: \_\_\_\_\_ EVENING TELEPHONE: \_\_\_\_\_

CELL #: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CONTACT PERSON (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONE: \_\_\_\_\_ EVENING TELEPHONE: \_\_\_\_\_

CELL # \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TIME OF EVENT: FROM: \_\_\_\_\_ TO \_\_\_\_\_

TIME & LOCATION OF ASSEMBLY: \_\_\_\_\_

TIME & LOCATION OF DISBANDMENT: \_\_\_\_\_

NUMBER OF PARTICIPANTS EXPECTED: \_\_\_\_\_ NUMBER OF VOLUNTEER MARSHALS: \_\_\_\_\_

EVENT TO TAKE PLACE ON:  STREET  SIDEWALK  BOTH

IS AREA TO BE BLOCKED OFF?  YES  NO  
IF YES, PLEASE SPECIFY: \_\_\_\_\_

ARE BARRICADES NEEDED?  YES  NO **(A FEE MAY BE ASSESSED FOR BARRICADE USAGE)**  
IF YES, PLEASE INDICATE LOCATIONS WHERE BARRICADES ARE TO BE SET UP: \_\_\_\_\_

ALL AFFECTED RESIDENTS MUST BE NOTIFIED OF EVENT. HAVE YOU NOTIFIED ALL AFFECTED RESIDENTS?  
 YES  NO IF NO, NUMBER INFORMED: \_\_\_\_\_

PLEASE LIST THE NAME AND ADDRESS OF ANY RESIDENT OPPOSED TO THIS EVENT. USE A SEPARATE SHEET OF PAPER IF NECESSARY.

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

HAVE YOU RECEIVED ROUTE CLEARANCE (if applicable) (i.e. REGIONAL TRANSIT AUTHORITY)?  YES  NO  
**BUS RE-ROUTING MUST BE CLEARED BY APPLICANT WITH THE REGIONAL TRANSIT AUTHORITY**

## APPLICATION PROCEDURE

Completed Applications **MUST** be submitted **4 WEEKS (28 DAYS) PRIOR TO REGULAR TOWN BOARD MEETING** (See attached schedule). The following information **must** be attached to the Application at the time of submittal:

- (1) Letter of Intent
- (2) Required Insurance as per Chapter 194, "Special Events." A copy of the Town code pertaining to special events and a sample copy of a Certificate of Insurance showing all required insurance information is attached.
- (3) Detailed map of route with written directions from start to finish.
- (4) If applicable, confirmation receipt for rental of Town owned facility (i.e. Camp Eastman).
- (5) Monroe County Approval Letter (for closing of County roads, if necessary). You will need to send a request and map of route to: Tom Cesario, P.E., City Place, Suite 600, 50 W. Main Street, Rochester, NY 14614.
- (6) Confirmation from Regional Transit Authority for bus re-routing, if applicable.

Mail or drop off completed application to the Irondequoit Town Clerk, 1280 Titus Avenue, Rochester, New York 14617.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO SPONSOR/ORGANIZER.**

## REVIEW PROCEDURE

This Application will be reviewed by the Irondequoit Town Clerk and an Irondequoit Police Department representative.

A Police Department representative will contact the sponsor/organizer of the event to discuss public safety.

The Police Department will have the authority to approve or reject Application and will specify its reason(s) to the sponsor/organizer of the event.

A Police Department officer will assess the event and determine the number of police personnel needed.

A Police Department representative will prepare an estimated cost of the chargeback and will present it to the sponsor/organizer of the event.

Chargeback fees will be calculated from the pay scale shown in the current PBA contract. Fee calculations may be discussed to ensure a full understanding of how the fees are derived.

If the event is cancelled less than forty-eight (48) hours from its scheduled start, the sponsor/organizer will be billed for two (2) hours of overtime pay for **EACH OFFICER** assigned to the event.

## **FIRE MARSHAL APPROVAL**

- (1) A driving lane of at least twelve (12) feet must be kept open within the closed area at all times for emergency vehicles to pass.
- (2) Lightweight barricades, which can be easily moved in case of emergency, will be allowed. **NO VEHICLES MAY BE USED AS A ROAD BLOCKING DEVICE.**

Noise levels should be kept at a level in keeping with Town Code, Chapter 160 – Noise. **EXCESSIVE NOISE WILL RESULT IN POLICE ACTION.**

The Town Clerk will notify the Highway Department if barricades are requested. A fee for barricade usage may be incurred.

**Police and/or Highway Department fees MUST be paid prior to approval of this Application.** Fees will be paid to the Town of Irondequoit.

No fees will be charged for Town or Fire District sponsored events.

This chargeback policy shall apply to private, profit and non-profit organizations.

This chargeback policy does not apply to Block parties.