

***Town of Webster***  
***Special Event Permit***  
***Policies and Permit Procedures***

The Town of Webster ("Town") has established a policy and fee schedule for a permit to conduct a special event that includes any lands owned by the Town of Webster, including parks, government facilities, rights of way, or easements. Any person or organization that desires to hold an event within the Town of Webster is required to submit a Special Event Permit application and obtain all permits as required in accordance with all applicable town, county, and state regulations and/or codes.

**PROCEDURES:**

The applicant shall submit the application for a Special Event, including the designated non-refundable, application fee to the Town Clerk's Office. Applications shall be submitted at least 60 calendar days prior to the event.

The Town Clerk shall forward all applications to the Commissioner of Public Works for review. He shall distribute the application to the Special Event Committee comprised of, but not limited to, the Department of Public Works, Webster Police Department, Webster Highway Superintendent, Webster Commissioner of Parks & Recreation, and any other agency as deemed necessary.

The Special Events Committee shall review each application and make a decision on the application within 14 calendar days to determine whether:

- The proposed location is adequate for the attendance size and nature of the event;
- The event does not unreasonably interfere with the activities of residents living or working in the area;
- The event is not likely to cause injury to persons or property;
- The event is not likely to cause a disturbance, cause any disorderly conduct, or encourage or result in violation of the law;
- Town equipment and personnel are available to provide adequate services;
- There are other concerns related to the general health and safety of the public.

The Special Events Committee shall determine any additional conditions to be incorporated into the permit and shall be considered part of the permit requirements.

The applicant(s) shall provide a financial guarantee for the completion of the permit conditions as determined by the Special Event Committee. The applicant(s) of a special event, excluding a block party, shall be required to provide general liability insurance coverage in the amount \$1,000,000/\$3,000,000 general liability and casualty insurance. The Town of Webster reserves the right to require additional insurance coverage for higher risk activities. Insurance coverage shall be issued at least 20 days prior to the event.

The Town of Webster may require additional requirements on any event. Any added cost for special services from Town staff or equipment shall be billed to the applicant under the terms of the permit. The Committee will provide an estimate, where possible, of the estimated work and costs of services performed by Town personnel.

The Town of Webster is not responsible for any costs incurred by the applicant prior to approval of the permit.

The applicant must provide the name of any and all responsible person on site, including cell phone numbers.

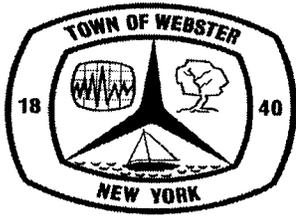
A copy of the permit and conditions must be posted on site during the event.

The event must be operated in conformance with all applicable laws and codes of the Town, county, and state. Any event open to the public must be compliant with the Americans with Disabilities Act (ADA) requirements.

The applicant shall obtain and comply with the Webster Fire Marshal's requirements for tents, generators, open flames, fire protection, and any other life and fire safety requirements. Access for fire and emergency service vehicles shall be provided at all times. A permit for any temporary signage shall be obtained from the Town of Webster.

For questions, contact the following:

Commissioner of Public Works  
Town of Webster  
1000 Ridge Road  
Webster, NY 14580  
585.872.7027



# Special Event Application

Town Clerk, Town of Webster  
1000 Ridge Road  
Webster, NY 14580  
Phone: (585) 872-7057 Fax: (585) 872-7058

Town Clerk Office Use Only

DATE: \_\_\_\_\_

A \$50 processing fee is due upon submission of this application to the Webster Town Clerk's Office. All fees are non refundable and an application shall be submitted a minimum of 60 days prior to the proposed event. All applications shall be reviewed by the Special Events Committee and referred to the Town Board for approval conditions and additional fees.

Completed Applications should be submitted with all required documents to the Webster Town Clerk's Office and shall include a letter of intent describing the event and a scalable site plan showing all proposed structures, parking, facilities, fences, stages, and other applicable information requested by the Town of Webster. Application shall note security arrangements, waste disposal/clean up procedures, and a list of town facilities to be used/impacted. A map of all proposed routes, signage, and facilities shall be provided.

Event Permits may be picked up at the Town Clerk's Office when application is approved by the Commissioner of Public Works and Applicant has been notified of approval. **Any additional applicable fees are due upon receipt of permit.**

## SPONSOR INFORMATION

NAME: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
C/S/Z: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE: (work) \_\_\_\_\_ (cell/home) \_\_\_\_\_

## EVENT INFORMATION

NAME: \_\_\_\_\_  
DATE(S): \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
TIME: (start) \_\_\_\_\_ (end) \_\_\_\_\_  
Times shall include setup, operation, and clean up.

## TYPE OF EVENT:

Block party \_\_\_\_\_ Bike \_\_\_\_\_ Festival \_\_\_\_\_  
Race/Walk: \_\_\_\_\_ Parade \_\_\_\_\_ Sports \_\_\_\_\_  
Other \_\_\_\_\_

Provide description: \_\_\_\_\_

## EVENT DETAILS:

Will alcoholic beverages be served? Yes No  
Will tents be installed? Yes No  
Will open flame cooking occur? Yes No  
Estimated attendance? \_\_\_\_\_

Additional Attendance Fees	1-100 anticipated attendance	\$50.00
	101-500 anticipated attendance	\$100.00
	501-1,000 anticipated attendance	\$150.00
	> 1,000 anticipated attendance	\$200.00

**PERMIT CONDITIONS:**

1. The Town of Webster reserves the right to require a public hearing for any events where a permit is issued.
2. The Town of Webster reserves the right to cancel any permit upon determination that the Permittee is in violation of the terms and conditions under which the permit is issued.
3. The Town of Webster is not responsible for any costs incurred by the Permittee for the event.
4. The permit is non-transferable. Only areas designated on the event map submitted shall be used.
5. Permittee agrees to have a responsible contact person on site at all times. The name and phone no. of contact person shall be on file with this permit.
6. Permittee shall restore town facilities to a clean and undamaged condition.
7. Permittee shall provide the Town a copy of all permits from other regulatory agencies, including, but not limited to, Monroe County DOT, Monroe County Health Department, Monroe County Parks Department, NYSDOT, NYSDEC, or other involved agencies.
8. Permittee shall be required to provide a letter of credit, as directed by the Commissioner of Public Works, with sufficient funds to cover costs for compliance with all conditions in this permit.
9. Permittee shall comply with all applicable laws, regulations, polices and procedures, including, but not limited to, safety, health, ADA, NYS Fire Code, NYS Building Code, Vehicle and Traffic laws, and law enforcement requirements.
10. Permittee shall provide the Town of Webster with a certificate of casualty and general liability insurance with a minimum coverage of \$1,000,000/\$3,000,000 per event and naming the Town of Webster as additional insured.
11. Permittee agrees to indemnify and hold harmless the Town of Webster, its officers and employees, from any and all claims of damages to persons and property that may result from the permitted activities. Permittee shall furnish corporate surety or proof of insurance for such indemnity and in such amount as required by the Town.

**The Permittee hereby deposes that they are the named sponsor of the Special Event and that all statements in said application are true.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Daytime Phone Number: \_\_\_\_\_

**APPROVALS:**

Park & Recreation Approval	<input type="checkbox"/>	Date: _____
Webster Police Approval	<input type="checkbox"/>	Date: _____
Fire Marshal Approval	<input type="checkbox"/>	Date: _____
Highway Superintendent Approval	<input type="checkbox"/>	Date: _____
Department of Public Works Approval	<input type="checkbox"/>	Date: _____

\_\_\_\_\_  
Town Supervisor

\_\_\_\_\_  
Date