



## City of Saratoga Springs, NY Special Event Application Instructions

### **Introduction:**

A wide variety of events and activities have chosen to make Saratoga Springs their home due to its natural beauty, diverse cultures, and the variety of locations available for use. Each of these events helps to contribute to the dynamic atmosphere found in Saratoga Springs.

The following pages include the City of Saratoga Springs Special Event Application and instructions. It is our goal to assist event organizers in planning safe and successful events that create minimal disruption to the communities surrounding the events.

Upon the submission of an event application you may be required to meet with the City's staff to review various aspects of your event. While many city departments joined together to make this process convenient yet comprehensive, please be aware that in some cases you may have to contact other county or state agencies to complete the required application. Doing so in a timely fashion will avoid delays in processing your application.

On behalf of the City of Saratoga Springs, we thank you for contributing to the spirit and vitality of our city. Best wishes for a successful event!

### **Procedure:**

Any festival, parade, race, fundraiser, or other event taking place on public property and that is open to the public requires a Special Event Permit. All permit applications shall be fully completed, printed, legible and submitted to the City Clerk's Office, City Hall, 474 Broadway, Saratoga Springs, NY 12866.

***Permit applications may be filed as early as 12 months prior to an event.***

***If you are submitting an application for a parade and/or walk-run-bike event, you must submit your application and ALL of the required attachments no less than NINETY (90) days prior to your event, to allow for review by the City and NYS Department of Transportation.***

***Applications for Special Events other than previously described must be submitted with all required attachments no less than SIXTY (60) days prior to your event. Event applications received after time period will not be accepted.***

***Please note that first time and larger events take more time to plan, so event applications should be turned in early for proper consideration.***

***You may not advertise for your event until your application for a Special Event is approved by the City.***

The City will only approve one event per calendar day that requires City resources. The City reserves the right to allow exceptions to this. Applications are accepted on a first-come, first-served basis for new events. The City reserves the right to dedicate particular days for annual events that have taken place for the past three (3) consecutive years. The City reserves the right to have calendar blackout dates. The City will consider event applications for days that are considered holidays for City employees, if City employees are required for the event, contingent on employee availability. Holiday events requiring City staff will be charged the holiday labor rate.

Applications for parades, walking, running, and biking events will only be considered for City-approved courses, provided that adequate resources such as law enforcement, traffic control, and public works are provided for.

Attendance of events that use any public right-of-way (street, sidewalk, etc.) must be open to the general public.

The permit process begins when you submit an Application. Acceptance of your application should in no way be construed as final approval or confirmation of your request. Events should not be advertised until the City has granted approval for the event.

City departments have the authority to deny a permit application for reasons that include, but are not limited to, the determination that:

- the application is not complete or has not met the established timelines;
- public safety is at risk;
- the proposed resources are not adequate to handle the event;
- the quality of life for surrounding communities will be unreasonably impacted;
- vehicular traffic flow will be inappropriately compromised;
- the City cannot provide the needed resources;
- elements of the event are in violation of the City of Saratoga Springs Municipal Code or Regulations, or State or Federal Laws
- the event has unpaid financial obligations to the City from previous events

Denials of event permits may be appealed in writing to the City Council.

### **Application Information:**

#### **Event Publicity:**

You must obtain approval of the event ***PRIOR*** to promoting, marketing or advertising for it. An Event Permit will not be issued until the application contains all required certificates and permissions. Advanced advertisement of an event will not influence the City's decision to approve/disapprove an event. **Any printed advertising or promotional materials must contain contact information for people who can answer questions and arrange for special accommodations in order for everyone to fully participate in the event.**

#### **Costs and Fees:**

Event Organizers have the option of providing volunteers to accomplish the following tasks or to pay the City to complete them subject to Saratoga Springs Police Department Administrative Services Division approval:

- Picking up, setting up and breaking down barricades, traffic cones, and traffic control signs, except on State highways. All traffic control equipment must be provided by the Event Organizer and approved for use by the City under this option.
- City Traffic Control Staff must place and remove No Parking Signs. Event Organizers are not permitted to perform this task.
- Monitoring barricades for traffic control during events
- Providing traffic flaggers at active road crossings. Traffic flaggers may only be used as approved by the Saratoga Springs Police Department. All persons acting as traffic flaggers shall wear an appropriate High Visibility Traffic Control Vest.

Event Organizers have the option of providing volunteers to accomplish the following tasks or to pay the City to complete them subject to Saratoga Springs Department of Public Works approval:

- Trash/recycling/compost collection and disposal.

Failure to provide the agreed upon traffic control equipment and volunteers for the dates and times committed to will result in:

- Responsibility for costs incurred by the City for substitute services
- \$200 fine for non-performance
- Possible event delay or cancelation if public safety is jeopardized

Fees for the use of City resources shall be governed by the City fees annually approved by the City Council.

Failure to break-down or clean-up per the committed timeline in application will result in the organization being financially responsible for any costs incurred by the City for substitute services as a result of the event AND a

\$200 fine for non-performance of the executed application. Events with unpaid financial obligations to the City will not be considered for future events.

### **Event Organizer and Contact Information:**

The Event Organizer is the designated individual who has been authorized to apply for the permit and to plan the event. This person must be available to work closely with the City's Department staff throughout the permitting process. During your event a contact person must be available on-site. The contact person shall provide the City with a cellular telephone number, or pager number, or designate some other way to contact him/her during the event. The contact person is required to have full authority to act on behalf of and make decisions for, any sponsoring organization for all segments of the event. Failure to communicate and coordinate problems with City representatives on the day of the event may result in denial of future events.

### **Street Closures:**

Residential street closures are subject to the approval of the City and County and/or NYS Department of Transportation as applicable. Any new Running race, created after July 1, 2015, that requires the use of public streets or roadways shall utilize preselected courses provided by the Saratoga Springs Department of Public Safety.

- If your event involves closing more than one street block, you are required to submit a detailed Traffic Control Plan prepared by someone with professional traffic control training, or the City can provide this service at the set rate.
- If your event involves street closures, you may be required to obtain traffic control/safety equipment such as barricades, traffic cones, signs. Though City Department's may be able to assist you, ultimately it is your responsibility to ensure proper traffic control during the full extent of your event.
- If the closure creates a potential hazard, your organization will be required to consult with the Saratoga Springs Police Department and the Traffic Control Department.
- For more than a single block closure, a map and Traffic Control Plan will be required showing the desired locations for traffic barriers, road closings, traffic detours and parking restrictions.
- If your event requires someone to direct traffic in the streets, you may be required to hire someone who has professional traffic control training to complete this task.
- Event Coordinator shall notify affected residents of upcoming event at least one week prior to event date, once they receive approval from City.

### **Parking Plan, Shuttle Plan and Public Notice:**

You may be required to provide advisory and/or directional signage prior to the event if your event impacts a major-use roadway. Advisory signs are intended to provide advance notice to the public of the scheduled closure.

If an event involves closing a street that contains reserved accessible parking for more than two (2) hours, the organizer will be required to work with the City to provide temporary reserved accessible parking spaces outside the closed venue area. One space will be required for each existing parking space displaced. In some situations when sufficient parking is not available, the event organizer may be required to provide a shuttle plan. The shuttle plan presented must include accommodations for people with disabilities.

You may be required to implement mitigation measures for negative consequences imposed upon others by your event, such as street closures. Mitigation measures may include hand-delivering notices to affected residents, businesses, and churches; placing an advertisement in local newspapers; posting flyers in business windows; or distributing a local news release including printed, radio and television media. Notices must reflect the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must give detour or alternate route information if normal access is affected or if transportation systems are impacted.

### **Amplified Sound and Other Noise Sources:**

It shall be unlawful for any person to make any unreasonable noise within the boundaries of the City of Saratoga Springs. For purposes of this chapter, "unreasonable noise" shall mean any noise which is of such character

that a reasonable person of normal sensitivities would not tolerate it under the circumstances, or is detrimental to the life or welfare of any individual, or causes a risk of public inconvenience or alarm. Please see Chapter 148 of the City Code for instructions. All efforts must be made to comply with this Code.

Approval of amplified sound or other noise sources is conditional upon the sound remaining at a reasonable level throughout the duration of the event. Complaints about unreasonable sound levels may result in a request to reduce the volume level and/or an order to immediately remove the sound source.

#### **Use of Electricity, Alternate Power Sources and Pyrotechnics:**

Use of city electric sources may be available at some facilities at a pre-determined cost. Your application must include information about the power sources you will be using during your event. The City may require that a licensed electrician be available during the event to ensure safe equipment connections. Planned uses of generators, special lighting, fireworks or pyrotechnics shall require a thorough review by the Saratoga Springs Fire Department and may require separate permits.

#### **Food Concessions and Their Preparations:**

Guidelines for food concessions and preparation are governed by the New York State Department of Health. You can contact them at (518) 793-3893. These guidelines give details on how your organization manages food handling, preparation and distribution in the most responsible and legal manner. If food or beverages are sold or given away during special events, a New York State Department of Health Permit is required by each vendor serving food. All vendors are required to submit copies of their Health Permits to the Event Organizer and to the City. The Event Organizer is responsible for providing this information to the City. In addition, permits are required for vendors that use tents and/or canopies. The Saratoga Springs Fire Department may require an inspection at your cost before and/or during the event. The NYS Fire Code will be strictly enforced.

#### **Concessions:**

The Event Permit requires the Event Organizer to exercise exclusive control and regulation over any concessionaires present at the event. You will be expected to provide a plan for such concessionaires including loading and unloading of equipment and products, security, fire lane and fire code compliance, evacuation plans in case of emergencies, trash and grease clean-up and disposal.

***Alcohol: No alcohol shall be consumed or sold in City parks or on public grounds and streets per Chapter 61-1 of the City Code.***

#### **Tents and Temporary Structures:**

Tents and canopies larger than 400 square feet, and temporary structures require an additional permit per Section 2403 Temporary Tents, Canopies and Membrane Structures of the ICC Code from the Accounts Department City Clerk's Office. You can contact them at (518) 587-3550 x 2548. You must contact the Department of Public Works (518) 587-3550 x 2561, to identify locations where tents can be placed within City parks. Prior approval is required to have tents and structures placed on city property prior to the event date and removed after the event date. All tents and other objects that require staking in the ground are subject to and will adhere to Dig Safely New York regulations. Tents are to be kept back to curbs for Emergency vehicles.

#### **Crowd Control and Security:**

Event organizers are required to provide a safe and secure environment for their event. This is accomplished through sound pre-planning and by anticipating potential problems and concerns. The size, type, location, and time of the event, as well as event activities, are all areas that need to be analyzed in depth. The Police Department will assess the level of security required for the event. On the occasion that a private security company is authorized by the City to provide security for an event, all security companies hired to work an event must be licensed, bonded, and insured and proof must be submitted to the City before a permit application will be approved. Security companies must submit a written communication plan describing how communications will be handled between them, the Event Organizer and the Saratoga Springs Police Department during the

event. The City reserves the right to deny an application based on inadequate security plans or the selection of a security company that has not worked cooperatively with the City in the past.

#### **Event Accessibility Plan:**

“Accessible” describes a site, building, facility or portion thereof that can be approached, entered and used by all people. It is the Applicant’s responsibility to comply with all city, county, state and federal accessibility requirements that are applicable to the event. All indoor and outdoor sites for events must be accessible to persons with disabilities. If a portion of the area is inaccessible, an alternate area must be provided with the same activities that are in the inaccessible area. The alternate site cannot, however, be offered only to patrons with disabilities. Accessibility requirements shall include parking, restrooms, clear paths of travel, transportation, accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees, indicating the accessible restrooms, parking, and other facilities and venues.

#### **Emergency Evacuations and Cancellation of Event:**

The City reserves the right to suspend your activities and announce the need to clear the area for emergency vehicles and personnel in the event of a natural or man-made emergency or severe weather during your event. Event Organizers shall assist emergency personnel in evacuating employees, volunteers, entertainers, and the general public from the area. A contingency plan shall be prepared in case the event needs to be canceled, postponed, or relocated due to public safety concerns including adverse weather conditions.

#### **Anti-Discrimination and Equal Opportunity Obligations:**

In accordance with City laws the sponsoring organization will not discriminate against any employee, applicant for employment, sub-contractor, supplier of materials or services, or program participant because of actual or perceived: age, creed, color, disability, ethnicity, familial status, gender, height, immigration or citizenship status, marital status, national origin, race, religion, sexual orientation, socio-economic status, or weight.

#### **Insurance Requirements:**

The City of Saratoga Springs requires a Certificate of Insurance naming the City as an additional insured on a primary and non-contributory basis for the event to be held for commercial general liability insurance, including personal injury liability insurance, in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate. Proof of One Million Dollars commercial auto insurance must be provided if any vehicles will be included as part of this application and event. Proof of NYS Statutory Workers Compensation, Employer’s Liability and Disability Insurance or waiver of same from the NYS Workers Compensation Bureau is required per NYS Law. Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers’ Compensation Law shall make this Agreement void and of no effect. Please provide the required Certificate of Insurance with your application.

#### **City Waiver:**

Anyone participating in your bike-walk-run race must execute the City’s waiver agreement. A copy of the City’s required waver is included with this application package. The executed waivers must be presented to the City Clerk’s Office in a DIGITAL FORMAT within ONE WEEK of the completion of the event being held.

#### **Anticipated Attendance Over 5,000 People:**

***If your event’s participants and attendance is expected to be FIVE THOUSAND (5,000) or more, you must apply and provide the following permits from the New York State Government prior to submitting an Special Events Application with the City. This application is the NYS Department Of Health Part 18 Public Gathering Permit. Please provide a Public Gathering Permit issued by the NYS Department of Health for any event whose participants and attendance is expected to be 5,000 individuals or greater. Website Address is: <http://www.health.ny.gov/professionals/ems/emsforms.htm>***