

Special Event Assessment Guide

Please review this information page to determine which reservation form(s) you are required to complete and submit for your event/activity.

The Special 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-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 Piddisi at spiddisi@perinton.org or Jeff Nutting at jnutting@perinton.org.

Town of Perinton Recreation & Parks Department

A Special Event/ Temporary Activity Permit is required for ANY of the following: *This form is available at the Code Enforcement Office at the Town Hall. Call 223-0770 for more information.*

- **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 Roasts, Church Groups and/or Sports Tournaments.**

ADDITIONAL INFORMATION:

- *Please fill out the pertinent page(s) in this document and submit 60 days in advance of event date.*
- ***Early Registration** is available for an additional \$30 dollar fee for returning events only. Starting Nov. 1, dates will be accepted for the following year.*
- ***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 or no less than \$1,000,000.00.*
- *Any cancellations require 10 days advance notice with completed form. Cancellation fee is applied.*
- *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, including letters alerting local Fire Department and/or Ambulance for walks, races, or large scale events.*

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:

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)

Bathrooms & Port-a-Johns

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-Johns, please include the following information:

Who is your Port-a-let provider? _____

How many Port-a-let will you rent for your event? Require one unit for every 300-500 hundred people.

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

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

Town of Perinton Recreation & Parks Department

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 insurance of proof may be required)?
