



# Town of Perinton Recreation and Parks

## EVENT ASSESSMENT GUIDE

COVID REGULATIONS, HEALTH PRACTICES AND  
EVENT PLAN MUST BE IN PLACE AT EVENT

*The Event Assessment Guide is required for the following groups: Any function open-to-the-public that raises funds and/or sponsors a profit or non-profit organization on Town of Perinton owned property.*

*Examples include, Races, Runs, Walks, Rides, Festivals, Concerts, Performances, all Commercial Film/Photo Shoots, Car Washes, Weddings, Corporate Functions, Barbeque Roasts, Church Groups, and/or Sport Tournaments.*

### Required Form(s)

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

- **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/Gym Reservation ([click on link here](#)):** Hosting an event may require the reservation of either a room and/or gym depending on the event.
- **Athletic Field/ Court 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/ Bounce House ([click on link here](#)):** Any use of a tent larger than 10'x10' or the use of multiple tents or the use of a bounce house. Water dunk tanks prohibited.
- **Food Truck/ Mobile Vendor Policy ([click on link here](#))**

Please submit your completed Event Assessment Guide and any pertinent accompanying documents to Chris Dudley [cdudley@perinton.org](mailto:cdudley@perinton.org) or Nick Berlin at [nberlin@perinton.org](mailto:nberlin@perinton.org).



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### APPLICATION

Name of Organization or Group organizing the Event:

Name of Event:

Main Contact Person: \_\_\_\_\_

Main Contact Person Street Address: \_\_\_\_\_

City /State /Zip code: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Office/ Home Phone #: \_\_\_\_\_

Day-of-Event Cell Phone #: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Does your event require more than one day? \_\_\_\_\_

Event Date(s) and Time:

*(Include Start/End time for set up and clean up as well as time of actual event.)*

\_\_\_\_\_

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.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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Please describe in detail your plan for trash removal:

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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)*

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Do you plan on serving food at your event? \_\_\_\_\_

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

### Bathrooms & Portable Toilets

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 1<sup>st</sup> to May 1<sup>st</sup>. Should you be required to rent portable toilets, please include the following information:

Who is your portable toilet provider? \_\_\_\_\_

How many portable toilets will you rent for your event? Require one unit for every 300-500 hundred people.

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When will your portable toilets be dropped off and picked up?

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Where will your portable toilets be set up? (Pavement or high, dry ground locations required).

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### 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 and submitted with the event proposal. Any bulk beverage request must answer the following questions:

Are you selling alcohol? \_\_\_\_\_ If yes, A NYS Liquor permit is required. ([www.sla.ny.gov](http://www.sla.ny.gov))

What types of bulk beverages are being served? \_\_\_\_\_

For how many people? \_\_\_\_\_

How are you regulating or enforcing drinking limits? \_\_\_\_\_

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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?

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

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Who will be operating the vehicle?

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

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### ADDITIONAL INFORMATION:

- **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 an 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 for or no less than \$1,000,000.00.
- Event Assessment Guide and complete documentation must be submitted to Town of Perinton **at least 30 days prior to event date.**
- 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.

I, \_\_\_\_\_ have provided this application and all other required documentation, as indicated in this event assessment application, to the Town of Perinton for review and approval, at least 30 days prior to the date of the event.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

*For Office Use Only (attach additional forms as applicable to Assessment Guide upon submission)*

Date Rec'd	_____	Liability Insurance	_____
NYS Liquor Permit	_____	Event Map Provided	_____
Food Truck Policy	_____	Parking Plan	_____

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