

**BROOME COUNTY DEPARTMENT OF
PARKS, RECREATION & YOUTH SERVICES**

www.gobroomecounty.com/parks



SPECIAL EVENT PERMIT APPLICATION

- Event permit applications must be submitted at least 45 days prior to the event. Applications submitted less than 45 days prior to the event will not be accepted.
- Submission of an event application permit does not guarantee approval of the event, the proposed location, or any other details contained herein.
- Refund policy: Pavilion, stage, and ground rentals:
 - Cancellations within 14 + days before event: 100% refund minus service and cancellation fee.
 - Cancellations 7- 13 days before event: 50% refund minus service and cancellation fee.
 - Cancellations 0-6 days before event: No refund.

Applicant may be able to reschedule for another available date and time within the calendar year, by contacting the Broome County Office of Parks and Recreation.

- Park Fees:
 - Pavilion: \$100 for weekends and holidays, \$30 for weekdays at time of submission plus a one-time \$5.00 reservation fee.
 - Stage (Otsiningo): \$100 per day.
 - Grounds: \$15.00 per field per day.
- Pavilions: stage and/or fields may be rented in conjunction with a special event (subject to availability). Broome County Parks has the right to require rentals based on size of event.
- For questions and availability, please contact the Broome County Office of Parks and Recreation by telephone at (607) 778-2193, or by email bcparks@broomecountyny.gov
- Permit applications may be emailed to bcparks@broomecountyny.gov , faxed (607)778-2356; or mailed to: Parks and Recreation, 60 Hawley Street, PO Box 1766, Binghamton, NY 13902.

**BROOME COUNTY PARKS, RECREATION & YOUTH SERVICES
EVENT PERMIT APPLICATION**

_____ SOCCER FIELD
_____ SOFTBALL FIELD
_____ VOLLEYBALL COURT
_____ STAGE RENTAL



Received: _____
Amount Paid: _____
Receipt No. _____
Approved: _____

Receipt of the application is not a guarantee of facility use. Application will not be finalized until approved and executed by the Parks, Recreation and Youth Services Department. Submit application form to: Broome County Parks, Recreation and Youth Services P.O. Box 1766, Binghamton, NY 13902. Fax (607)778-2356 or via email: bcparks@broomecountyny.gov

APPLICANT INFORMATION

Applicant/Contact Person: _____

Business/ Organization Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email Address: _____

Telephone Number: _____ **Cell:** _____ **Work:** _____

On-Site Event Contact Person/Phone No.: _____

(Note: The On-Site Event contact must be on-site for the duration of the event and must be available by telephone)

Requested Park: _____

Requested Event Date: _____

Requested Time: From: _____ **To:** _____

OFFICE USE ONLY

THIS REGISTRATION ISSUED BY: _____ ON _____

EVENT INFORMATION

* Please answer each question completely. Unanswered questions may delay your request.

Name of Event: _____

Expected Attendees: _____ **Estimated # of Vehicles:** _____

Event Website (if applicable): _____

Set-up time: _____ **Clean-up time:** _____

*The parks are open dawn-dusk. If your event requires access to the park earlier, prior arrangements must be made with Broome County Parks and Broome Security.

Detailed description of Event/Activities:

If the event requires any special setup, traffic control, security* etc. please provide more details here:

*Broome County Parks reserves the right to require Broome County Security

Proposed location of event; specify designated area of park to be utilized (must attach site plan/layout):

Shelter(s) requested: Y/N Shelter(s) Number: _____

Field(s) requested: Y/N Field(s) Number: _____

Stage requested: Y/N **Otsiningo Only*

Tents: Y/N

Specific Dimensions & Location: (no stakes) _____

Will you be serving alcohol? Y/N If yes, additional permits and insurance will be required.

Will you be using a caterer? If yes, please list business names: _____

- Any food provided at the event is for participants only. No solicitation to the general public.
- Any food or alcohol (beer*, food, etc.) used in conjunction with any event must have Broome County Health Department approval. *Prior approval required at Otsiningo Park.
- Concession locations will be determined with the Department of Parks and Recreation at the time permit is issued.
- The consumption of beer or alcoholic beverage is prohibited at Otsiningo Park without prior written approval from the Recreation/Education Committee of the Broome County Legislature.

Will this event have music or amplified sound*? Y/N

If yes, please provide more information:

*Amplified music and sound require written permission from the Director of Parks, Recreation and Youth Services

Is this event open or advertised to the public? _____

Is this a fundraising/ revenue producing event? _____

Will there be soliciting or selling of any kind? _____

Will you be charging a fee for this event? If yes, how much? _____

Rain Date(s)/Time(s) of Event (Granted Subject to Availability/ must pay fees for both dates): _____

Insurance Requirements

All Event Permit applications must be accompanied by proof of general liability insurance coverage with a blanket contractual liability endorsement and a combined single limit in the amount of not less than one million dollars (\$1,000,000) and property damage insurance in an amount not less than fifty thousand dollars (\$50,000). If the Event Permit Applicant intends to sell alcohol during the event, the application must also be accompanied by proof of liquor liability insurance coverage in the amount of not less than one million dollars (\$1,000,000). Please note the following requirements:

1. The insurance certificate(s) must be endorsed.
2. Also agree to name the County as an additional insured: the insurance endorsement must state, "THE COUNTY OF BROOME IS NAMED AS AN ADDITIONAL INSURED ON A PRIMARY NON-CONTRIBUTORY BASIS".

County of Broome
 Attn: Office of Risk & Insurance
 PO Box 1766
 Binghamton, NY 13902-1766

3. If primary, non-contributory liability insurance is not available, e.g., from another government agency that is self-insured, the County may waive such requirement based on an indemnification satisfactory to the Office of Risk and Management.
4. Include insurance certificate.
5. Final Insurance Requirements will be determined from the Risk Assessment below.
6. Risk & Insurance Main Office (607)778-2402

Insurance Requirements Questionnaire

Specifically Describe Event & any hazards normally associated with this sport, festival, or show. _____

- Vendor & Participants will drive to Park
- Vendor will use vehicle during event
- No motor vehicle use of any kind

Security Requirements

Your event may require security and/or traffic control based on anticipated attendance or anticipated activities (road crossings and closures, etc.). Dependent upon logistics and group, staff may be necessary and can be provided through coordination with the Broome County Security Division. The applicant is required to pay this cost. Please contact Broome Security (607-778-2107) to coordinate security officers.

Please include:

1. Coordination with any involved party, police, municipalities, other entities.
2. If required, emergency actions plan.
3. Event day communication protocol.
4. Map of event setup & logistics.

Note: Pursuant to Broome County Charter & Code Chapter 168, Article IX. Dependent upon logistics and group, your event may require an Automated External Defibrillator (AED) and a person who is trained in Cardiopulmonary Resuscitation (CPR) to be available. Upon review, Broome County Security Division will provide a person trained in these protocols if the event requires such.

Health Department Requirements/Concessions

Certificates and permits may be required:

1. Temporary food service permits are needed from Broome County Department of Health for the sale of or preparation of food during the event. Contact Victoria Perkins, Senior Public Health Sanitarian at Broome County Health Department to confirm. (phworks@health.ny.gov) (607-778-3913).
2. Cooking may require Operating Permits that would need approval from the fire bureau.
3. Food trucks may be requested and must obtain a Broome County Food Truck Permit from the Parks Main Office.

Electricity

1. Consult the park manager concerning the availability of electricity at the requested location(s).

Parking/Responsibility

1. Parking will be permitted in designated areas only. When all spaces are filled, park management may allow for overflow parking (park management/security will designate overflow parking areas).
 2. The park shall be left in the same condition it was found. The cost of restoring the park to its original condition will be billed to the person signing the permit application.
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Park Contact Information

Broome County Parks Main Office: phone (607) 778-2193; fax (607) 778-2356

Broome County Parks Email Address: bcparks@broomecountyny.gov

Aqua-Terra Wilderness Area:

Main Office: (607) 778-2193

Broome County Softball Complex

Park Office: (607) 778-2193

Dorchester Park:

Park Office: (607) 692-4612

Park Fax: (607) 692-4675

Greenwood Park:

Park Office: (607) 862-9933

Park Fax: (607) 862-4660

Nathaniel Cole Park / Hawkins Pond Nature Area:

Park Office: (607) 693-1389

Park Fax: (607) 693-3601

Otsiningo Park / Grippen Park / Roundtop Park:

Park Office: (607) 778-6541

Park Fax: (607) 778-2223



RULES/ REGULATIONS

1. Applicant is required to ensure all County regulations, guidelines and applicable laws are followed.
2. The person signing this registration on behalf of the above group assumes personal liability for breakage, destruction, or removal of park property by any member of the group.
3. The above-named group agrees to the terms and conditions of this registration and agreements are herewith accepted and agreed to by the undersigned on behalf of the group to whom this registration is issued.
4. The Event Permit applicant is responsible for ensuring that all necessary certificates from the Broome County Department of Health have been obtained prior to the event.
5. No costs are to be incurred by the County. All costs, direct or indirect, associated with the event are the responsibility of the applicant. Any cost incurred due to damage to the facility/ grounds will be billed to the person signing this Special Event Permit.
6. Should assistance be needed by Broome County including security, the applicant is required to pay these costs.
7. Set-up/clean-up/removal of trash/ decorations will be the responsibility of the group. Please include this in your requested time. You will not be given access prior to the time scheduled on your permit. The cost for additional trash receptacles will be at the registrant's expense.
8. The facility or area shall be open for inspection by an authorized employee of the Parks and Recreation Department for the purpose of assuring the use of the park property in compliance with law and order.
9. The use of portable or permanent public address systems or any sound amplifying equipment is prohibited.
10. Tents- NO stakes, weighted/pop up tents only.
11. Smoking of any kind is permitted in parking lots only, and at the campground at Greenwood Park.
- 12. Consumption, sale of distribution of alcoholic beverages at Otsiningo Park requires approval from the Broome County Legislature Economic Development, Education & Culture Committee. Event must be submitted a minimum of 120 days prior to event.**
13. This registration in no way guarantees any special privileges in the use of parking, tables, grills, or other facilities.
14. Parking is only permitted in designated areas. No parking on grass or walkways.
15. Events exceeding 500 attendees are required to provide additional toilets. Event host will be required to secure additional portable units. The cost of extra portable toilets will be at the registrant's expense.
16. Submission of the completed form does not guarantee you the site or date. You will be notified if the site is available or not. You will get a confirmation email if permit is approved. Once permit is finalized and email copy will be sent to the event coordinator.
17. Cancellation Policy: Cancellations within 14 + days before event: 100% refund minus service and cancellation fee. Cancellations 7- 13 days before event: 50% refund minus service and cancellation fee. Cancellations 0-6 days before event: No refund.
18. Payments may be in the form of cash, check or credit card. All fees must be paid in full no less than two weeks prior to being issued a valid Facility Use Permit. Checks may be payable to "Broome County Parks and Recreation". In the event of a bounced check, fees will be applied.

SIGNED: _____ **DATE:** _____