

**City of Syracuse**  
**PERMIT APPLICATION FOR THE USE OF WALNUT PARK**

Office of Special Events ♦ 412 Spencer Street ♦ Syracuse, NY 13204  
Phone: 315-473-4330 ♦ Fax: 315-428-8513

PLEASE NOTE: This application should be used for those student groups that are planning an event in Walnut Park. Enclosed are the various other applications that you may or may not need to fill out, depending on your plans.

**Please follow these few steps to facilitate the permit process:**

- 1.) Contact Britney Farmer in the Special Events Office at 315-473-4330 ext. 3007, or email her at [bfarmer@syr.gov](mailto:bfarmer@syr.gov) to check the availability of the space and date for your event.
- 2.) If the section of Walnut Park that you want is available, please fill out the attached application form.
- 3.) Submit application form, a certificate of liability insurance from your national office (see below), and the appropriate permit fees (see below) to our office. This can be mailed or brought to our office at 412 Spencer Street. The permit office is open from 8:00 AM - 4:00 PM Monday through Friday. If you choose to mail your application, please address it to Britney Farmer - Special Events Office, 412 Spencer Street, Syracuse, NY 13204.
- 4.) Once we have received your application, the insurance and permit fees, a permit will be issued to your organization and mailed to the address listed on your application.

**INSURANCE:**

No permit can be issued without supplying the City of Syracuse with a Certificate of Liability Insurance that names the City as additionally insured. The City also requires the endorsement page be included.

To obtain the certificate of liability insurance you will need to contact your national office. Be sure to inform them that the certificate holder/additionally insured will be the City of Syracuse, c/o Britney Farmer, 412 Spencer Street, Syracuse, NY 13204.

**PERMIT FEES:**

A permit for Walnut Park is \$30.00 for every four-hour block. Payment can be made by cash, check, or money order. We DO NOT accept credit/debit cards.

**POWER:**

There is no power source within the park, so if your event requires power, you will be responsible for renting a generator. POWER CANNOT BE RUN ACROSS THE STREET FROM HOUSES LOCATED OPPOSITE OF THE PARK.

**PUBLIC ASSEMBLY PERMIT:**

A public assembly permit for the Syracuse Police Department is included in this application. you will need to fill out the Public Assembly Permit and turn it in to the Special Events Office with your Walnut Park application. The Special Events Office will then file it with the police department. The assembly permit is to let the Syracuse Police know you have an event that will be taking place and that you have obtained the proper permits from the Parks Dept.

## **OTHER PERMITS YOU MAY NEED:**

Depending on your plans, you may need the following permits. Certain fees may be required with these permits and you should contact these Departments directly with the information provided.

### **TENT PERMIT:**

If you are planning to use a tent that is greater than 10x12 feet, then you will need a tent permit from the Syracuse Fire Department. You can contact the Syracuse Fire Prevention Bureau at 315-448-4777.

### **PROPANE:**

If you are using propane, you will need a propane permit from the Syracuse Fire Prevention Bureau at 315-448-4777.

### **FOOD PERMITS:**

If you are going to be giving or selling food that is not pre-packaged, you are required to obtain a health permit from the Onondaga County Health Department. They can be contacted at 315-435-6607. If you are a non-for-profit and have the proper documentation, you may not need to pay the application fees.

## **ADDITIONAL INFORMATION:**

### **SITE SET-UP:**

Please note that if you are driving stakes into the ground in the park for tents or inflatables, there is a gas line that runs along the perimeter of the park. Please make sure you are at least 25 feet from the curb line to avoid hitting the gas line with stakes.

### **INFLAITABLES:**

Inflatables are allowed, but mechanical bulls are not.

### **ADDITIONAL RULES & REGULATIONS:**

No glass or alcohol is allowed in the park. Porta johns, tables and chairs are the responsibility of the presenting organization to provide. Any rentals must be setup and removed during the time of your approved permit.

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Phone: 315-473-4330 ♦ Fax: 315-428-8513

**Requesting Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Times:** \_\_\_\_\_

\*Event time should include your setup & breakdown

**Section of Walnut Park that you are requesting:**

\_\_\_\_\_ Between Waverly Ave. & Marshall St.

\_\_\_\_\_ Between Marshall St. & Adams St.

\_\_\_\_\_ Between Adams St. & Harrison St.

**Description of your Event:**

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

**Expected Number of Attendants:** \_\_\_\_\_

**Tent Set-Up:** \_\_\_\_\_ YES \_\_\_\_\_ NO

**IF YOU HAVE ANY QUESTIONS OR NEED ANY ADDITIONAL INFORMATION, PLEASE CONTACT THE SPECIAL EVENTS OFFICE AT 315-473-4330 OR EMAIL [BFARMER@SYRGOV.NET](mailto:BFARMER@SYRGOV.NET)**

PERMIT #: \_\_\_\_\_

**SYRACUSE POLICE DEPARTMENT  
PARADE/PUBLIC ASSEMBLY PERMIT  
(CITY ORDINANCE SECTION 16-35)**

<b>Requesting Organization:</b>	<b>Name of Applicant/Representative:</b>
<b>Address:</b>	<b>Address:</b>
<b>Business Phone:</b>	<b>Business Phone:</b>
<b>Home Phone:</b>	<b>Home Phone:</b>
<b>E-mail:</b>	<b>E-mail:</b>

**Date of Application:** \_\_\_\_\_ **Reason/Purpose of Application:** \_\_\_\_\_

**PARADE APPLICATION:**

Formation Location: \_\_\_\_\_ Dispersal Location: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Parade Route: \_\_\_\_\_

Sound System: YES \_\_\_\_\_ NO \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Number of Motor Vehicle (see requirements on next page): \_\_\_\_\_

**PUBLIC ASSEMBLY APPLICATION:**

Explain the Public Assembly (concert, protest, demonstration, etc.): \_\_\_\_\_

Date(s) of Assembly: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Location(s) of Assembly: \_\_\_\_\_ Expected Number of Participants: \_\_\_\_\_

Sound System: YES \_\_\_\_\_ NO \_\_\_\_\_ Speakers, names: \_\_\_\_\_

**Date of Issuance** \_\_\_\_\_  
**Special Events Section C.O.** \_\_\_\_\_  
**Uniform Bureau Deputy Chief** \_\_\_\_\_

**\*\*\*Police Stipulations\*\*\***

**if box is checked see  
attached sheet**

## NOTICE TO PARADE/PUBLIC ASSEMBLY PERMIT APPLICANTS

Applicant/Authorized Representative, please be advised that the Syracuse Police Department does not provide police services free of charge for Parades/Public Assembly's where officers have to be brought in to cover the event. There will not be a charge for Police services when the Department determines that based on the size of type of event, routine patrol functions are sufficient. The Special Events Section will review the Police deployment and associated costs with the applicant (via telephone or face to face meeting) before the permit is issued.

The expense for each Officer will be based on the current hourly overtime rate. The number of officers assigned to an event will be determined by the Police Department taking into the consideration the type of event, location of event, alcohol being served, the number of participants and the level of street usage approved for the event. The event organizer will be required to reimburse the Syracuse Police Department for Police deployment associated with the event within 30 days of receiving the invoice for services rendered.

The Syracuse Police Department shall determine if the Parade/Assembly requires the closure of the entire street, 1/2 the street or no closure of the street. Participants may be directed to use the sidewalk, based on the day of the week, time of day, and participant's safety.

Two events will not be allowed to use the same route/assembly location without written permission of both requesting organizations and the approval of the Syracuse Police Department.

### VEHICLE PARTICIPATION

Any motor vehicle participating in any parade or public assembly must meet all New York State Vehicle & Traffic rules and regulations, including a valid registration, current insurance coverage, current NYS Inspection and the vehicle must be operated by a driver licensed to operate the type of motor vehicle involved. Proof of this requirement must be available for all vehicles and all drivers at the time of the event and must be produced if a Syracuse Police Officer so requests. Any motor vehicle or driver who does not have such proof on the day of the event will not be allowed to participate in the event.

**\*\*This permit can be revoked due to emergency conditions that may arise before or during the course of the event for which granted, or for violations of any of the following regulations.\*\***

- 1.) The applicant should carry a copy of this permit on his/her person during the event and will be designated as the contact person available to Police Officers for the transmission of messages or directions to all persons participating or attending the event. If the applicant is not going to be on scene then another individual must carry the permit and make his position known to Police Officers on scene.
- 2.) All persons participating in or attending the event shall obey the lawful commands of any Police Officer and shall conduct themselves in a lawful manner at all times.
- 3.) Parades/processions will proceed at a constant pace and shall not be stopped (unless agreed to in advance, with Police) except upon direction of the Police.
- 4.) All sections/groups in a parade/procession shall remain in close proximity to each other and will not step out of line to perform independent maneuvers.
- 5.) The normal flow of traffic shall not be deterred except in instances where a Police Officer performs this disruption.
- 6.) If the actual number of participants exceeds the estimated maximum number of participants to the point that the Syracuse Police Department feels the assigned police coverage is not adequate to provide for a safe environment for the participants of the public in general, the Police Department can, at its discretion, delay or cancel the event.

### **CONTACT INFORMATION FOR BILLING PURPOSES:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_