

Date of Application: _____

Permit # (Office Only) _____



PERMIT APPLICATION

PLEASE NOTE: This application should be used for those planning weddings, wedding photos, or small-scale private events in one of our outdoor facilities. Those planning community events should contact Mary Beth Roach in the Special Events Office at 473-4330, ext. 3006, or email her at mroach@ci.syracuse.ny.us with an outline of your event. Community events are those that are open to the public.

Before completing the application, please contact Mary Beth Roach in the Special Events Office at 473-4330, ext. 3006, or email her at mroach@ci.syracuse.ny.us to check availability.

Please fill out the application form and the enclosed waiver of liability. Return it with the appropriate fees (\$30 permit fee per 4 hours; an additional \$20 for electrical hook-up), to the Special Events Division, Dept. of Parks, Recreation and Youth Programs, 412 Spencer St., Syracuse, NY 13204. Checks or money orders can be made payable to Commissioner of Finance. Pending approval and/or further review, you will receive an official permit for your event. Please carry your permit with you on the date of your event. Please note that no date or time will be reserved in your name until you return the application and payment to our offices. We strongly advise that you check out the location you are interested in before filling out the application to for your event to make sure that it can accommodate your guests, parking, etc.

Requesting Organization:	Name of Applicant/Representative:
Address:	Address:
Phone Business:	Phone Business:
Phone Home:	Phone Home:
Email:	Email:

Date of Event: _____ **Time of Event:** Setup: _____ Break down: _____

Facility Requested: _____

Nature of Event: _____ Wedding/Photos _____ Picnic/Family Reunion _____ Party
_____ Other (Please Explain) _____

Expected Number of Attendants: _____ **Electrical Hook-up:** ____ yes ____ no

Restrooms Needed: ____ yes ____ no **Tent Set-Up:** ____ yes ____ no If yes, size: _____

Comments:

Rules and Regulations: (Subject to Change at any time)

All park rules and regulations must be adhered to. Please initial each highlighted item.

PERMITS: A permit will give you exclusive rights to an area within the city park of your choice.
PERMIT FEE: The permit fee is \$30.00 per four-hour block, with the check or money order made out to the Commissioner of Finance. If your event requires staff, there may be an additional cost. There will be a \$20.00 service charge for returned checks. Separate permits will be required for each location you choose, and there will be an additional \$30.00 per four hours permit fee for each additional location. For example, if you wish to use the Lily Pond and the Rose Garden at Thornden Park, two separate permits are required, and there would be two permit fees of \$30.00 each.

RESERVED SIGNS: A reserved sign will be posted at all locations permitted out that day. On the reserved signs, there is a phone number listed on the bottom of the sheet for you to call in the event of a problem or emergency. If you have problems with your site, please call that number. If your concern cannot be addressed that day, you might be entitled to a refund.

TENTS: If your plans include tents, canopies or awnings of any kind that are larger than 120 square feet (10' x 12'), you are required by the Syracuse Fire Department to fill out a tent permit application. Please call Fire Prevention Bureau at 473-5525 ext. 500

TABLES/CHAIRS/DECORATIONS: You are welcome to bring in additional chairs, tables or decorations for your event, but please note that you are responsible for obtaining the items and removing them from your site immediately following your event. This is especially important for weddings at Thornden Park, since the Rose Garden and Lily Pond might have as many as three or four weddings there on one day.

ELECTRICAL HOOK-UP FEE: There is a \$20.00 electrical hook up fee, where outlets are available. Please note there is no power source available at any picnic shelters. There is power only at the Thornden Park Lily Pond, The Thornden Park Amphitheatre and The Grove at Thornden Park.

PARKING/SERVICE ROADS: Parking is restricted to the perimeter roads in the parks. Service roads remain closed due to safety concerns.

PICNIC TABLES: Some of the picnic shelters have tables; some do not. We do not have the inventory to supply additional tables. Please feel free to bring in additional tables and chairs if necessary.

ALCOHOL: NO ALCHOLIC BEVERAGES ARE ALLOWED FOR COMSUMPTION OR SALE.

CHARCOAL: There are no grills in city parks. Those individuals wishing to bring in grills may use them in designated picnic areas only. If using propane grills, please contact the Department's Special Events Division at (315) 473-4330, ext. 3006.

MAKING CHANGES: If you wish to make any changes to your permit, a request must be made in writing at least 2 weeks in advance.

MUSIC: No large speakers or amplified music is allowed in the parks. A small, battery-operated radio is allowed.

WAIVER OF LIABILITY AND INDEMNITY

DEPARTMENT OF PARKS, RECREATION AND YOUTH PROGRAMS

SYRACUSE, NEW YORK

For, and in consideration of, the undersigned being permitted the use of _____

On _____ the undersigned, in order to avail himself/herself/themselves of said permit, recognizes and assumes any and all risks pertaining thereto, and hereby releases the City of Syracuse, its officials, officers, and all other personnel of the City of Syracuse from any and all liability, damages, costs or expense arising from claims for injuries to persons (including death) or damage to property occasioned by the granting of this permit, or arising from any conduct undertaken by any person by reason of this permit unless attributable to the City's negligence or intentional actions. The undersigned shall indemnify and hold the City harmless from any liability to any persons resulting from any property damage or personal injury (including death) occurring in connection with the permitted event proximately caused by the actions of the undersigned, its officers, members or agents or any persons who were under the undersigned's control. Persons who merely join in a parade or event are not considered by that reason alone to be under the control of the undersigned.

IN WITNESS WHEREOF, the undersigned have affixed his/her/their signature(s) at Syracuse, New York, this ____ of _____, 2010.

Signature(s): _____ Witness by: (Need not be notarized): _____

FEATURES AT THORNDEN, ONONDAGA FRANKLIN AND BURNET PARKS

Since Thornden and Onondaga Parks and Franklin Square are our most popular areas for weddings and/or picnics, we have outlined some of the facilities and amenities at each location.

THORNDEN PARK

Near Syracuse University, with entrances off of Ostrom Avenue, Madison Avenue, South Beech Street, and Greenwood Place.

THE E.M. MILLS ROSE GARDEN, at the Ostrom Ave. entrance, has been the setting for hundreds of weddings over the years. Brick walkways arched with rose-covered arbors lead to a gazebo in the center of the garden. The roses are at their peak in mid-June. There is no power source available in the Rose Garden.

THE LILY POND, also at the Ostrom Ave. entrance, is situated on a hill across from the Rose Garden, and is becoming increasingly popular as a wedding location. A brick staircase leads up to the Lily Pond area, which has a small waterfall and an English garden. On the small hill over the Lily Pond, there is a power box with an outlet accessible at the base of the box.

THE PICNIC SHELTER, tucked away behind the playground, has four tables for your convenience. A new playground is right by the shelter.

THE GROVE is located across from the Rose Garden. If you are considering hosting a reception at Thornden Park, the optimum place is the Grove. Its location provides the easiest access for your caterers, florist, etc. Thirty amps of power can be made available in this area. If you are interested in using the Grove, we would ask that, when completing the permit application, you include as many details as possible in the "comments" section of the application. Feel free to use a separate sheet of paper to outline your plans, if necessary. This may include a layout, power needs for your caterer, etc.

THE AMPHITHEATRE, located next to the field house, has a large stage, with power sources available. The tiered seating is built into the hillside, so guests are encouraged to bring blankets or lawn chairs.

OTHER AMENITIES: Thornden Park has a pool, nearby tennis and basketball courts, a large meadow, and a handball court.

RESTROOMS: Restrooms are available at the field house next to the football field.

ONONDAGA PARK*

In the Strathmore section of Syracuse, with entrances off of Roberts, Crossett, Summit, Parkway or Parkview Avenues.

THE GAZEBO, in the park's Hiawatha Lake, is a popular wedding setting. Wedding parties can access the Gazebo via a small footbridge. Power is not available at the Gazebo. The Gazebo can accommodate about 30 people comfortably. Otherwise, guests are going to be displaced onto the hillside across the footbridge from the Gazebo.

THE PICNIC SHELTER has 5 picnic tables. It can accommodate approximately 75 people (standing room). You are welcome to bring in other tables and chairs if you wish. There is no power at the Picnic Shelter.

RESTROOMS are available for you and your guests at the Pool's bathhouse, near both the Gazebo and Picnic Shelter. While the pool is open, the restrooms can be accessed off the pool deck.

OTHER AMENITIES: Onondaga Park has a pool, nearby tennis and basketball courts, a large meadow, and a handball court.

***Please note that between the Saturday of Memorial Day weekend and the Saturday of Labor Day, Onondaga Park will not be accessible by cars until 11:30 a.m. due to Strathmore Saturdays.**

FRANKLIN SQUARE PARK

With its Victorian-like fountain as a centerpiece, Franklin Square Park is becoming increasingly popular as a location for wedding photos. The site, located at the corner of Solar and Plum Streets, is surrounded by beautifully-refurbished buildings, and features tree-lined trellises and wrought iron benches