



DEPARTMENT OF PUBLIC WORKS
Ben Walsh, Mayor

BLOCK PARTY/STREET CLOSING (BUSINESS DISTRICT) PERMIT APPLICATION & INSTRUCTIONS

REQUIRED FOR: Closing a City street in a Business District for a party/event.

THIS APPLICATION PACKET CONTAINS:

- 1) List of Required Submittals
- 2) Submittal Instructions
- 3) Rules & Regulations list
- 4) Application & Affidavit
- 5) Public Assembly Permit Application
- 6) Open Container Permit Application
- 7) Parking Meter Rental Application

REQUIRED SUBMITTALS:

- **Rules & Regulations list** – page 2, must be initialed by Applicant
- **Application and Affidavit** – pages 3 and 4, must be signed by Applicant and notarized
- **Insurance Certificate** from applicant/sponsor, listing the City of Syracuse as additional insured in the amount of at least \$1 million in General Liability.
 - If Alcohol will be sold: Liquor Liability insurance is required, and an Open Container permit (application enclosed) would need to be obtained.
- **Application Fee** – \$100 non-refundable; check or Money Order payable to Commissioner of Finance.
- **Diagram/Description of Location** proposed to be closed or Route Map
 - Must show set-up of all staging, platforms, rides, scaffolding, bleachers, sound, kiosks, tents, booths, tables, vehicles, or any other stationary or non-stationary items.
 - Full description of event
- **Notification Plan** for businesses, residences, and other institutions in the area
- **Requests for Additional City Services**, if applicable –
 - Signs, electrical needs, generators, bandwagon, bleachers, garbage barrels, trash pickup, etc.
- **Public Assembly Permit Application** – Required by the Syracuse Police Department for all street closing events.
- **Open Container Permit Application** – Required by the Syracuse Police Department *if alcohol will be served*
- **Parking Meter Rental Application**- If metered spaces are affected by event, applicant must submit application and pay \$11.25 per space per day excepting Sundays and holidays

SUBMITTAL INSTRUCTIONS:

- 1) Application must be completed in its entirety. Incomplete or partial applications will not be processed.
- 2) AT LEAST 30 DAYS PRIOR TO THE EVENT, Application, Fees, and additional documents must be submitted to the:

Central Permit Office

201 E. Washington St., Room 101

Syracuse, NY 13202

(P) 315-448-4715

CentralPermitOffice@SyrGov.net

www.syr.gov.net/Central_Permit_Home.aspx



Martin E. Davis, L.S.
Deputy Commissioner

DEPARTMENT OF PUBLIC WORKS
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RULES AND REGULATIONS: Applicant must initial agreement to adhere to each item. Subject to Change at any time.

_____ **PERMIT FEE:** This permit has a nonrefundable Application Fee of \$100. If your event requires staff, there may be an additional cost. Check or Money Order payable to Commissioner of Finance.

_____ **TENTS:** If your plans include tents, canopies or awnings larger than 120 square feet (10' x 12'), you are required by the Fire Department to obtain a tent permit. Please call the Fire Prevention Bureau at 448-4777.

_____ **FLAMMABLE LIQUIDS/PROPANE PERMIT:** Those using propane at their event are required to have a valid propane permit from the City of Syracuse Fire Department. Please call the Fire Prevention Bureau at 448-4777.

_____ **ELECTRICAL HOOK-UP FEE:** There is a \$20.00 electrical hook-up fee, where outlets are available.

_____ **MUSIC:** If event will have music, you must abide by the City of Syracuse Ordinance, Chapter 40, Noise Control Ordinance, Article 11, Sec. 40-16, *No person shall operate, play or permit the operation or playing of any radio, television, phonograph, drum, musical instrument, sound amplifier or similar device which produces, reproduces or amplifies sound: a) In such a manner as to create unnecessary noise across a real property boundary, except for activities open to the public and for which a permit has been issued by the administrator pursuant to rules and regulations promulgated by him, or by license issued by the commissioner of licenses.*

_____ **ALCOHOL:** An Open Container Waiver must be obtained for any and all alcoholic beverages at this event. Alcoholic beverages are for lawful personal consumption only. If alcoholic beverages are to be set up on the street, the exact location must be depicted in the description of the event provided. Any and all amount or type of alcoholic beverage must be kept only at the locations stated herein and shall be observed by the permit holder who shall not allow under age or intoxicated consumption. Applicant and/or Event Sponsor may be responsible for costs incurred by the Syracuse Police Department.

_____ **BARRICADES:** Barricades will be manned at all times and removed promptly in the event access is necessary for emergency vehicles. The affected street must have at least 20 ft. left open for emergency vehicle access.

_____ **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.

_____ **INSURANCE:** Insurance Certificate from applicant/sponsor, listing the City of Syracuse as additional insured in the amount of at least \$1 million in General Liability has been attached. Liquor Liability insurance required (if alcohol is to be sold and an Open Container permit will be obtained).

_____ **NOTIFICATION PLAN:** A reasonable plan must be submitted detailing how the applicant will notify businesses and residents located on the street(s) to be closed of the proposed closure and event.

_____ **SITE DIAGRAM:** A detailed diagram of the site must be submitted that shows the location of all staging, platforms, rides, scaffolding, bleachers, sound equipment, kiosks, tents, booths, tables, vehicles, and any other stationary or non-stationary items.

_____ **AFFIDAVIT:** The included affidavit must be signed and notarized.



DEPARTMENT OF PUBLIC WORKS

Ben Walsh, Mayor

**BLOCK PARTY/STREET CLOSING (BUSINESS DISTRICT)
PERMIT APPLICATION**

\$100 non-refundable application fee

APPLICANT INFORMATION:

Applicant Name (Responsible Party) Telephone Number Cell Number

Address Zip Code E-Mail Address

Sponsor Name/Company Name Telephone Number Fax Number

Address Zip Code E-Mail Address

EVENT INFORMATION:

Type of Event: Block Party Street Festival Clean-up Religious Ceremony Farmers Market

Other: _____

Event Name: _____

Event Description: _____

Location Proposed: _____

Date(s) of Event: _____ Rain Date: _____ # of Days: _____

Actual Time of Event: _____ Set-up Time: _____

Break Down Time: _____

Jeremy Robinson
Commissioner



Ann Fordock
Deputy Commissioner

Martin E. Davis, L.S.
Deputy Commissioner

DEPARTMENT OF PUBLIC WORKS
Ben Walsh, Mayor

AFFIDAVIT OF APPLICANT/SPONSOR – Business District Block Party/Street Closing

WHEN APPROVED, THIS APPLICATION OR A STREET FESTIVAL/BLOCK PARTY PERMIT SHOULD AUTHORIZE THE SPONSOR TO CONDUCT A STREET FESTIVAL AS DESCRIBED. IT IS SUBJECT TO REVOCATION IF THE SPONSOR DOES NOT COMPLY WITH ALL PERTINENT LAWS, RULES AND REGULATIONS INCLUDING ANY CONDITIONS OR RESTRICTION IMPOSED BY THE CITY OF SYRACUSE.

THE SPONSOR AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF SYRACUSE AND ANY AND ALL OF ITS EMPLOYEES, OFFICIALS AND AGENTS FROM AND AGAINST ANY LIABILITY (INCLUDING LIABILITY FOR CLAIMS, LOSSES, EXPENSES OR COSTS OF ANY KIND, WHETHER ACTUAL, ALLEGED OR THREATENED, INCLUDING ATTORNEY’S FEES AND COSTS, COURT COSTS, INTEREST, DEFENSE COSTS AND EXPERT WITNESS FEES), INCLUDING ANY AND ALL CLAIMS AND JUDGEMENTS FOR PERSONAL INJURY OR DAMAGE TO PROPERTY RESULTING, DIRECTLY OR INDIRECTLY, FROM THE ACTIVITIES IN CONNECTION WITH WHICH THIS IS ISSUED, AND FROM ANY COSTS AND EXPENSES TO WHICH THE CITY MAY BE SUBJECTED OR WHICH IT MAY SUFFER OR INCUR BY REASON THEREOF.

THE APPLICANT FURTHER AGREES TO COMPLY WITH THE PERTINENT PROVISIONS OF NEW YORK STATE AND THE CITY OF SYRACUSE LAWS, RULES AND REGULATIONS.

Applicant Name (print)

Applicant Name (signature) Date

Sworn to before me this
_____ day of _____, 20____.

Notary Public

MUST BE NOTARIZED

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

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

Date of Application: _____ Reason/ Purpose of Application: _____

.....
PARADE APPLICATION:

Formation location: _____ Dispersal location: _____

Day/Date: _____ Start Time: _____ Finish Time: _____

Parade Route: _____

Continued _____ Sound System: YES ___ NO ___

Estimated Number of Participants: _____ # of Motor Vehicles (See requirements on reverse): _____

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PUBLIC ASSEMBLY APPLICATION :

Explain the Public Assembly (concert, protest, demonstration etc) _____

Date(s) of Assembly: _____ Start Time: _____ Finish Time: _____

Location(s) of Assembly: _____ Expected # of Participants: _____

Estimated Maximum # _____

Estimated Minimum # _____

Sound System: YES ___ NO ___ Speakers, names: _____

.....
Date of Issuance _____

Special Events Section C. O. _____

Uniform Bureau Deputy Chief _____

***** Police Stipulations _____ if 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 or 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 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, ½ 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 the any parade or public assembly must meet all New York State Vehicle & Traffic rules & regulations including 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 the 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 the 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 where the Syracuse Police Department feels the assigned police coverage is not adequate to provide for a safe environment for the participants or the public in general, the Police Department can, at its discretion, delay or cancel the event if.

Contact information:

Name: _____ Address: _____

Telephone Daytime: _____ Other Telephone: _____

E-mail _____

Signature: _____ Title: _____

DEPARTMENT OF POLICE
SYRACUSE, NEW YORK

Special Events Permit = Open Container Waiver
[City Ordinance Chapter 16, Article 14, Section 16.48]

Requesting Organization (including names of officers):

Address:

Name of Applicant:

Address:

Date of Application:

Telephone Numbers:

home

cellular

Day/ Date of Event:

Anticipated Starting Time:

Anticipated Ending Time:

Location:

Purpose of Event:

Expected Attendance:

Will Part of Street be Closed for this Event?

[] Yes*

[] No

Other information as the Chief of Police or his designee may deem reasonably necessary:

Date of Issuance:

Special Events Division C.O.

License Division

Deputy Chief of Police

This permit may be revoked due to emergency conditions which may arise before and during the course of the event for which granted, or for violation of any of the following regulations:

- 1) The applicant shall carry a copy of this permit on his person during the event and shall be designated the person available to police officers for the transmission of the message and instructions to all persons attending the event.
- 2) All persons attending the event shall obey the lawful commands of any police officer and shall at all times conduct themselves in a lawful manner.
- 3) That the proposed special event is of such character, size, and location as to be appropriate to and in harmony with the surrounding area and that the public neighborhood will not be endangered by the granting of such permit.

Signature of Applicant

Date