



The City of Oswego

Special Events Guide + Application



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WELCOME



The City of Oswego recognizes special events as an important part of Oswego's quality of life. They enhance tourism, provide economic benefits to businesses, promote cultural diversity and provide affordable entertainment.

Therefore, the City seeks to facilitate, promote, coordinate and/or participate in special events that provide a benefit to the larger community. Any public gathering or special events that requires the use of any portion of public property must obtain approval from the City of Oswego through its Special Events Committee and the adopted application process. The Special Events Application process is designed to work in concert with all applicable rules, regulations, laws and ordinances of the City of Oswego and other applicable government entities.

The City of Oswego Special Events Committee was created to assist event planners and organizers, community members and businesses with the positive promotion, organization and coordination of special events that enhance the quality of life in the community. The City of Oswego is looking forward to working with you and is pleased to provide a streamlined application process for event approvals. The Special Events Guide is intended to provide a road map through the application process and to help event organizers understand the responsibilities associated with organizing and managing special events in the City of Oswego.



OVERVIEW OF DATES +



Applications may be submitted **no more than 365 days in advance, but not less than 60 days** for defined special events with the exception of special events that are classified as a Mass Gathering. A Mass Gathering is an event with an expected participation of 5,000 or more participants. Mass Gatherings require an Incident Action Plan (IAP) and applications must be submitted **no less than 120 days in advance** of the event. All fees for special events, where applicable, are subject to provisions in the City of Oswego Fees and Surcharges By-Law, as amended each year and for special events include but are not limited to:

Bandstand Rental

\$150

Road Closure

\$150 per area

Veterans Stage

\$75

\$37.50 for nonprofit

McCrobie Building

\$93.50 per hour with minimum of 3 hours on weekends

Wright's Landing Pavilion

\$50

\$25 for nonprofit

\$0 for schools

Breitbeck Park Pavilion

\$75

\$37.50 for nonprofit

\$0 for schools

Block Party

\$150

Vendor License

\$1,000

\$300 for nonprofit

Propane Inspection Fee

\$50

Fire Safety Inspection

\$100 for first inspection

\$250 for 2nd reinspection

\$500 for 3rd reinspection

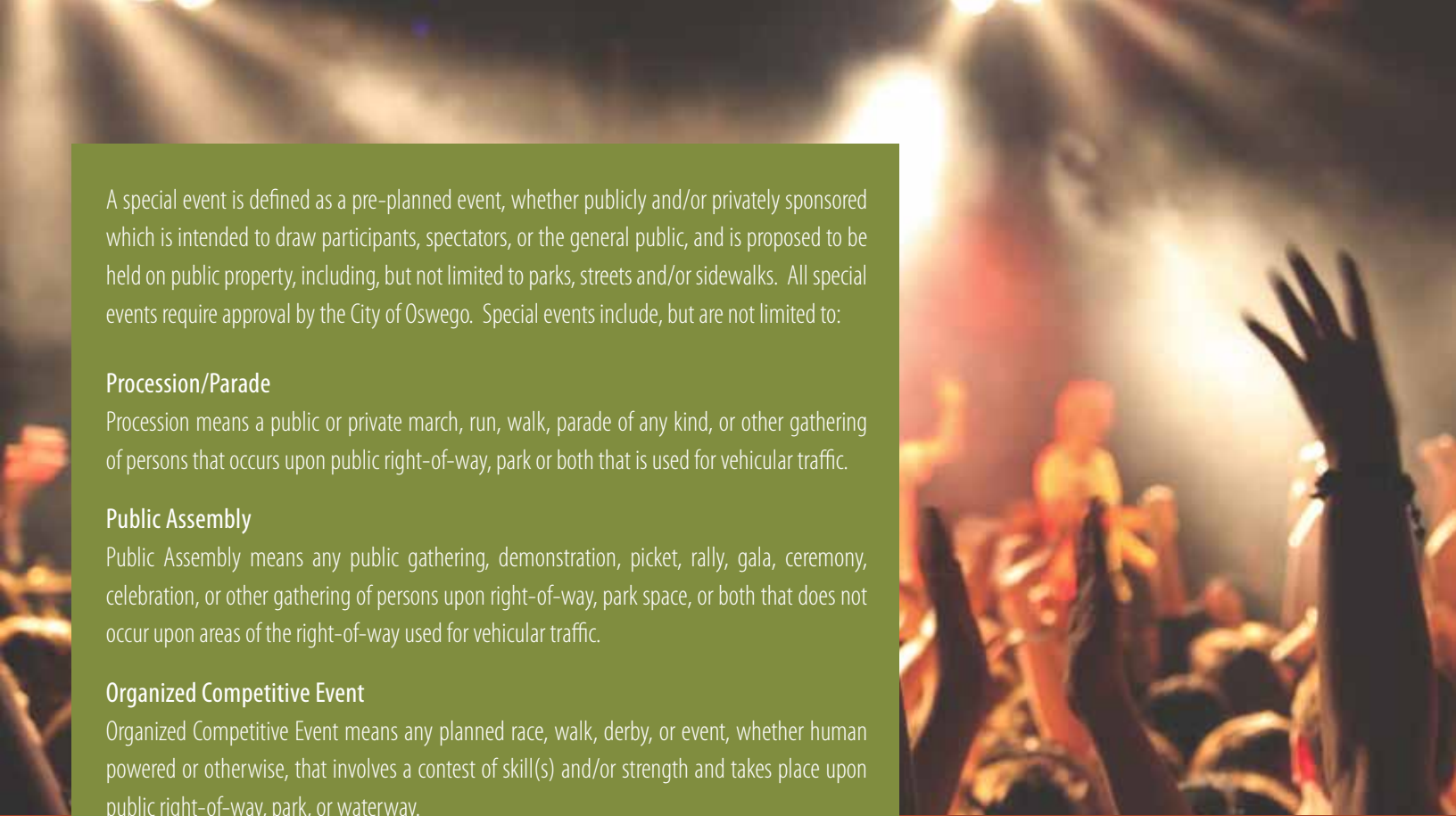
*Note - No fee waivers have been established by the Common Council

The City of Oswego Special Events Guide & Application will be available on the city's website at www.oswegony.org as well as hard copies will be available in the City Clerk's Office and the Community Development Office. The Community Development Office will serve as the primary point of contact for processing Special Event applications within the City of Oswego through the coordination with the Special Events Committee which will facilitate the approval process with the Department of Public Works, Oswego Police Department, Oswego Fire Department, City Clerk's Office, and Code Enforcement Office as applicable as well as final approval with the City of Oswego Common Council.

Special Event Applications are due at a **minimum of 60 days** prior to the proposed special event with the exception of special events that are classified as mass gatherings expecting at least a minimum of 5,000 participants in which an Incident Action Plan (IAP) will require a **minimum of 120 days**. Completed special event applications should be submitted to the Community Development Office to coordinate with the Special Events Committee.

The completed special events application will be reviewed by the Special Events Committee with the applicant during a scheduled meeting to discuss in detail the proposed special event. Upon satisfactory review of the application, the Special Events Committee will forward to the applicable departments such as Department of Public Works, Oswego Police Department, Oswego Fire Department, City Clerk's Office, and Code Enforcement for review of the proposed special events and make comments as necessary to improve the safety and management of the special event based on their department's procedures. The departments will be provided a 72 hour (3-day period) to review and provide their written responses back to the Special Events Committee.

Upon further review, the Special Events Committee will contact the applicant and notify of any potential changes to their proposed special events based on discretionary departmental review, and provide cost estimates using the adopted City of Oswego Fee Structure. Within 30 days of completion of the special event, the applicant will be contacted by the Special Events Committee for post-event follow-up meeting.



A special event is defined as a pre-planned event, whether publicly and/or privately sponsored which is intended to draw participants, spectators, or the general public, and is proposed to be held on public property, including, but not limited to parks, streets and/or sidewalks. All special events require approval by the City of Oswego. Special events include, but are not limited to:

Procession/Parade

Procession means a public or private march, run, walk, parade of any kind, or other gathering of persons that occurs upon public right-of-way, park or both that is used for vehicular traffic.

Public Assembly

Public Assembly means any public gathering, demonstration, picket, rally, gala, ceremony, celebration, or other gathering of persons upon right-of-way, park space, or both that does not occur upon areas of the right-of-way used for vehicular traffic.

Organized Competitive Event

Organized Competitive Event means any planned race, walk, derby, or event, whether human powered or otherwise, that involves a contest of skill(s) and/or strength and takes place upon public right-of-way, park, or waterway.

Festival

Festival means an organized neighborhood or public gathering on a public space on a specified date at a specific time, and confined to a designated area.

Block Party

Block Party means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk or alley) on a specified date at a specified time and place.



For More Information:

Please contact Nate Emmons

Chair of Special Events Committee

T: 315-343-3795

E: nemmons@oswegony.org

A copy of this application can be found online on the city's website at www.oswegony.org as well as a hard copy may be picked up at the City Clerk's Office and the Community Development Office.

Please contact the Chair of the Special Events Committee prior to completing the full Special Events Application to determine if the requested use of public space(s) is/are available on the day of the proposed special event.

SITE MAP



A site map will be required for all defined special events to show at a minimum the proposed location of the special event. The site map is a visual representation of all the operational event elements that you describe throughout the special event application. To properly assess the special event, the site map must be submitted along with the special event application using the preferred format of the satellite view on Google maps to show the special event area, and must include the following elements:

1. North, indicated by a directional arrow symbol.
2. Name of the area (Neighborhood, Park, etc.) you intend to use including surrounding streets with one-way streets indicated.
3. The overall event area including any requested street closures.
4. The location of all physical equipment being placed, including but not limited to, any stage(s), tents, signs, barricades, portable toilets, firework shoot/launch site, etc.
5. Location of temporary alcohol sales where both sales and consumption occur, plus dimensions and type of fencing to be used.
6. Include electrical plans for vendors and stages, specifying how much each site requires, in terms of amps and volts.

INSURANCE REQUIREMENTS



The applicant must procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate with the City of Oswego named as additional insured under the policy. A certificate of insurance on the Acord 25 Certificate of Insurance Form is to be provided **no less than 30 days prior to the scheduled event**. If an event is approved, it will be approved pending receipt of the insurance certificate.



CITY PARKS AND PUBLIC AREAS



Parks in the public areas are defined as all city parks and green space areas including Breitbeck Park, Washington Park, Franklin Square (West Park), Linear Park East, Linear Park West, Montcalm Park, Oak Hill Park, Veteran's Memorial Park/Veterans Stage, Hamilton Park, Civic Plaza, and McCrobie Building. The Special Events Committee will verify with the Department of Public Works if the defined special event being proposed to be held in a city park is available on the specified date. The applicable fees for reserving specific areas such as the pavilion are previously listed. All non-defined special events requesting the use of public areas can contact the Department of Public Works directly to determine if the date is available. Non-defined special events include, but not limited to, weddings, picnics, gatherings, etc...in which do not require the reservation of previously identified city areas that require an additional established fee.

ROAD CLOSURE



Events requiring the temporary closure of a city street(s) or any other traffic management issues must be approved by the City of Oswego Common Council through the coordination with the Special Events Committee in conjunction with the Department of Public Works. There is an established fee of \$150 for road closure per area. The Department of Public Works will assess the number of road closures projected and identify the minimum number of necessary road closures and appropriate fee.

Emergency access must be provided at all times. The unobstructed fire lane must be easily accessible for emergency vehicles. The request for road closure may be subject to event/site specific conditions or alternative routes at the discretion of the Special Events Committee that may be based on recommendations from the Oswego Police Department, the Oswego Fire Department and the Department of Public Works.

BANDSTAND



The booking of the City of Oswego bandstand can be made for the use and enjoyment of the general public, a specific audience or for special events. The fee for the use of the bandstand is established at \$150. Bandstands can be used for but not limited to the following type of activities: special events, concerts and performances, fundraisers, ceremonies, and etc.

WASTE MANAGEMENT/ RECYCLING



The applicant is responsible for the clean-up of the event site, which includes disposing of waste/trash, and returning the area to a condition similar to that prior use. Litter shall be picked up before, during and after an event that is open to the public. It is the responsibility of the event organizer to ensure that there is a sufficient number of trash cans and recycling areas located throughout the event area and that they are emptied during the special event in order to prevent overflow of unsanitary conditions. If the waste generated by the event exceeds capacity of the on-site trash receptacles or dumpsters, it is the event organizer's responsibility to remove excess waste from the site. The waste receptacles, recycling containers and dumpsters are to be identified on the accompanying site map. The event organizer is encouraged to recycle and behave in an environmentally friendly manner. Recycling is strongly encouraged at all special events.

TENT + FENCING



A tent with square footage in excess of 100 square feet (10' x 10') requires a tent inspection from the Code Enforcement Office. A tent greater than 1,200 square feet shall have exits marked with electric sign exits that have battery backup, and the tent shall have emergency lighting. Special events using tents will need to identify proposed location and total number of tents anticipated on the site map that would accompany the special events application.

If the tent or fencing requires staking into the ground, then all request for installation of any object that penetrates the ground will require coordination with the Department of Public Works and may require a Dig Safe Permit (www.digsafelynewyork.com) 3 days in advance of the planned event. This will allow for local gas, electric and other services to mark the area prior to installation.



EMERGENCY MEDICAL + FIRE PREVENTION SERVICES



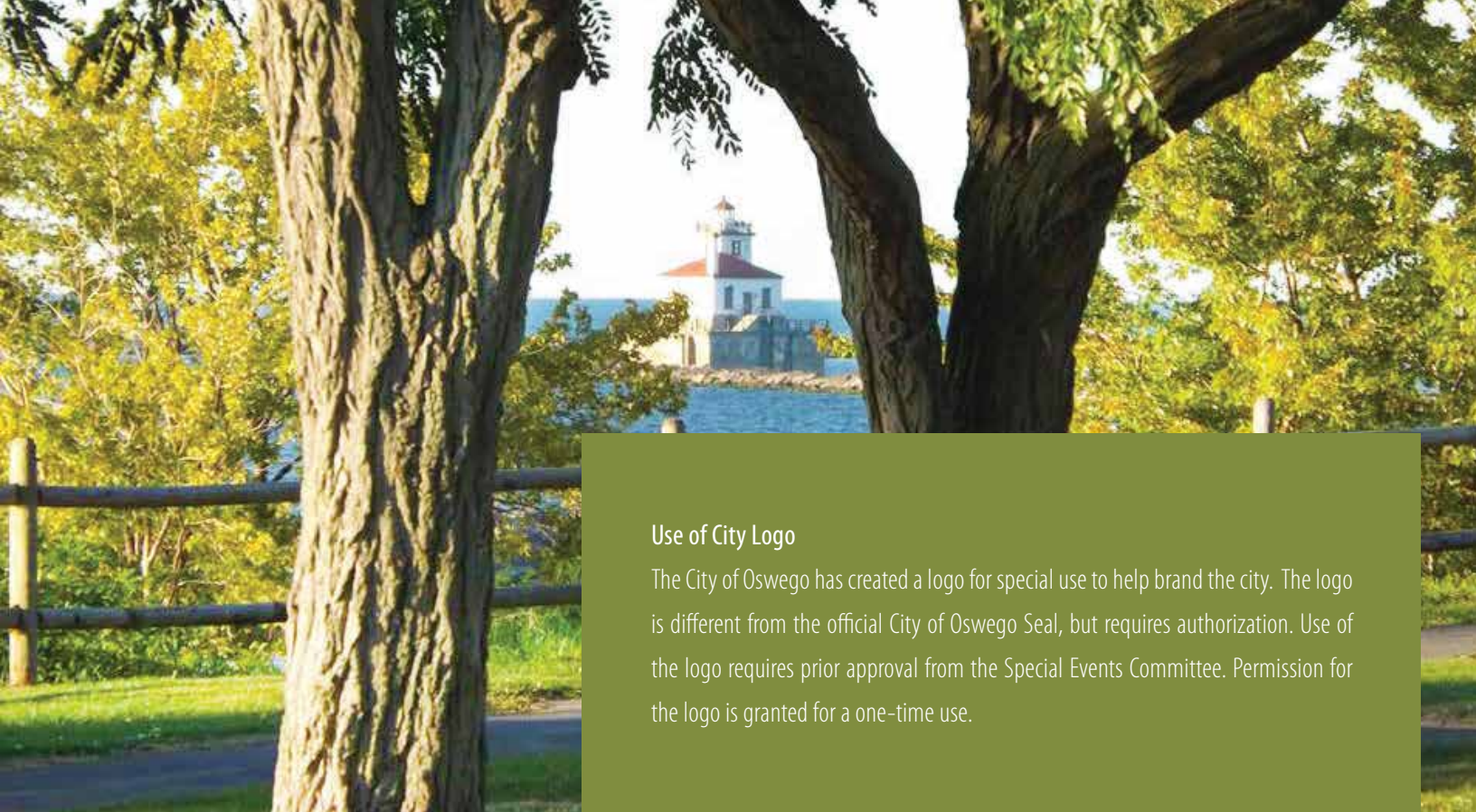
Emergency Medical, Fire Prevention Services and Security Services

The Oswego Fire Department and Oswego Police Department will review the completed Special Events Application for determining the appropriate level of staffing anticipated for the proposed special event to ensure optimal quality of life and safety for the community. Any special events that will draw 5,000 or more participants in a day is expected to provide an Incident Action Plan which will be coordinated through the Special Events Committee with the Oswego Fire Department, Oswego Police Department, and other applicable governmental entities. If emergency medical services, such as ambulance service, is deemed necessary then it will be the responsibility of the applicant to provide these services through alternative means outside of municipal services.

Fireworks

If the special event organizer is planning a Fireworks display, a fireworks permit must be completed and submitted as part of the event application as an addendum which will follow the reference to the NYS Penal Law, Article 405.00 in which the Special Events Committee will coordinate with the Oswego Fire Department. Applicants shall be qualified and licensed in the use and handling of pyrotechnic devices. In addition, a diagram of the area or stage showing product placement, a list of products to be used, and the material safety data sheets for each product must be supplied and must be submitted along with the application which is stated in the firework permit application. The firework permit application must be submitted **at least 90 days before an event of 5,000 people or less, and at least 120 days for more than 5,000 people.**





Use of City Logo

The City of Oswego has created a logo for special use to help brand the city. The logo is different from the official City of Oswego Seal, but requires authorization. Use of the logo requires prior approval from the Special Events Committee. Permission for the logo is granted for a one-time use.



FOOD + ALCOHOL + NOISE



Food items should be served and prepared in a sanitary manner consistent with the NYS Department of Health requirements and/or the Oswego County Health Department. Vendors selling any food items or alcohol are required to be in compliance with the NYS Department of Business and Professional Regulation guidelines, Oswego County Clerk's Office, and the City of Oswego Clerk's Office. For food service vendors, it is required that the appropriate special events food vendor forms/health permits are obtained from the Oswego County Health Department. For all special events including alcohol sale and/or service are required to adhere to Chapter 59 of the City of Oswego Code.

The approval for permissible consumption and/or sale of alcohol on City of Oswego property must be obtained by the Oswego Police Department with coordination from the Special Events Committee. A request for waiver to the Open Container Ordinance must accompany the special event application. A copy of the appropriate NYS Liquor Authority Permit must be available by the vendor. Alcohol consumption and sale area must be identified on the site map. All vendors are required to pay the established fee of \$1,000 (\$300 for nonprofit) if there isn't proof on file with the City of Oswego Clerk's Office. The use of propane tanks by any food vendor must comply with the applicable city regulation and must be inspected by the appropriate department which has an established fee of \$50.

Amplified Sound and Noise

Noise is regulated by Chapter 165 in the City of Oswego Charter, and any special events anticipating to exceed the regulated decibel level shall include request for noise variance with the Special Event Application.

COST ESTIMATES



A cost estimate using the established city fees will be prepared by the Special Events Committee for the applicant for the proposed special event in coordination with the applicable departments based on information submitted in the special event application.



GENERAL RULES + REGULATIONS



- Event organizers shall not advertise for proposed events until the Special Event Application has been approved by the Special Events Committee unless the Special Events Committee has provided conditional approval for such advertising.
- All Regulations, bylaws and legislation must be adhered to by the event organizer. The event organizer is required to provide the evidence, if asked, of all the necessary licenses/permits required to operate the event.
- The event organizers must adhere to all special event policies and procedures.
- It is strongly recommended that the event organizers provide certified first aid service on site during the operating hours of the event for events with 500+ attendees.
- Event organizers shall make their event reasonably accessible to all.
- A pre-event meeting may be scheduled with the event organizers or members of the event and City staff to go through site specifics.
- The City of Oswego may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect City property or maintain the enjoyment of the park(s), marina and road(s) for the public.
- Event organizers must observe all by-laws, rules and regulations on the City of Oswego properties.
- The cost of any damage to the park and/or facilities, as well as missing barricades, will be borne by the event organizer.

Denial or Rejection of a Special Events Permit Application

The City may reject or deny a permit application on one or more of the following grounds:

- Failure to submit a completed Special Event Application within the time periods outlined in the Special Events Guide.
- The application is not executed properly or is incomplete.
- The application contains material misrepresentation or fraudulent information.
- The City Chamberlain's Office will verify if the applicant or event organizer listed owe the City of Oswego any monies in which the applicant and/or event organizer may be deemed ineligible to promote the proposed special event.
- The Special Events Committee has already received a completed application and given preliminary approval for the same date and or space.
- If the use or the event would conflict with previously planned programs organized and conducted by the city or non-governmental agencies previously scheduled for the same time and place.
- The applicant does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
- The use or event proposed by the applicant would present an unreasonable danger to health or safety of the public or applicant.
- If the applicant cannot comply with applicable local, state and federal license requirements for all or part of the planned event.
- If the use or event is prohibited by law.

Event Cancellation or Postponement

If the applicant cancels an approved scheduled special event with a minimum 30 day notice to the first permitted day they will be entitled to complete refund of all paid fees established by the city. If the applicant postpone an approved scheduled event to another available date with approvals from the Special Events Committee then all paid fees established by the city will be transferred to the newly approved scheduled event. No refunds will be issued for cancellations made 29 days or less the first permitted day of the event. The City of Oswego may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the City or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place.

CITY OF OSWEGO SPECIAL EVENT APPLICATION



To host a public event on city-owned property, the event sponsor or representative must complete and submit this application and all necessary fees with supporting documentation. The city reserves the right to reject any incomplete application. Final approval of all applications rests within the authority of the City of Oswego Common Council who may approve or deny any application at their discretion.

Please contact the Chair of the Special Events Committee at 315-343-3795 or nemmons@oswegony.org prior to filling out the full special event to determine if the requested use of public space(s) is/are available on the day of the proposed special event.

Please submit the following with this application:

- Site plan or map for the event.
- With the exception of block parties, all applications must include a certificate of liability insurance with coverage of \$1,000,000.00 which includes the City of Oswego as an additional insured.
- Flyers and/or printed information on this event (if available).
- A letter addressing any other information or questions you may have that are not covered by this form. Please direct your insurance agent to mail a copy of the insurance certificate to the address listed below within **30 days** before the event starts.

Note: Please include the event name on the certificate of liability insurance.

- Complete this application at least **60 days** in advance to hold an event that requires approval for the use of public space.
- Final approval of all applications rest within the authority of the City of Oswego Common Council with guidance by the Special Events Committee
- Mail application, certificate of insurance, and a copy of 501 (c) 3 (if applicable) to:

City of Oswego—Office of Economic Development
13 West Oneida Street
Oswego, New York 13126

The number of firefighters, EMTs, or police officers required at the event will be determined by each department upon the receipt of an event request. Based on the scope of the event and available manpower, cost of these services will be totaled and an invoice will be sent to the applicant.

CITY OF OSWEGO SPECIAL EVENT APPLICATION



The City of Oswego recognizes special events as an important part of Oswego's quality of life. They enhance tourism, provide economic benefit to businesses, promote cultural diversity and provide affordable entertainment.

Required Event Information:

Applicant name: _____ Phone: _____ Email: _____

City Resident: Yes ☐ No ☐

Event Contact Person: _____

Nonprofit: Yes ☐ No ☐

Contact Information on Day of Event: _____

Event Coordinator: _____ Phone: _____ Email: _____

Name of the Event: _____ Event Location/Address: _____

Event Dates: _____ Time of Event: _____

Description of the Event: _____

Event Type: Procession / Parade ☐ Public Assembly ☐ Organized Competitive Event ☐ Festival ☐ Block Party ☐

Estimated Number of Participants or Attendees: _____

**Events with 5,000 or more participants or attendees are required to provide an Incident Action Plan*

Event Site Map Must be Attached

Are you planning to sell or service alcohol? Yes ☐ No ☐

**Chapter 59 of City of Oswego Code*

Are you planning a firework display? Yes ☐ No ☐

Requires firework permit

***NYS Penal Law, Article 405.00*

Are you planning to use sound amplification? Yes ☐ No ☐

***Chapter 165 of City of Oswego Code*

Requested Fee Services:

☐ Road closure
\$150 flat fee per area – (point A to Point B for barricades) – Identify on Site Map

☐ Bandstand
\$150 flat fee per day

☐ Veterans Stage
\$75 flat fee per day

☐ McCrobie Building Rental
\$93.50/hour with a minimum charge
of 3 hours

☐ Breitbeck Pavilion Rental
\$75 flat fee per day

CITY OF OSWEGO SPECIAL EVENT APPLICATION



City Parks & Public Areas

☐ Breitbeck Park ☐ Washington Park ☐ Franklin Square (West Park) ☐ Linear Park East ☐ Linear Park West ☐ Montcalm Park
☐ Oak Hill Park ☐ Veteran's Memorial Park/Veteran's Stage ☐ Hamilton Park ☐ Civic Plaza ☐ McCrobie Building

Event Plan- Vendors And Concessions

Are you requiring admission fees / donations to enter your event? ☐ Yes / if yes, cost of admission: _____ ☐ No

What kind of barriers will be used to close off the area? _____

Will there be vending? ☐ Food ☐ Beverage ☐ Goods ☐ Services Total Vendors: _____

Will food be sold, served, or given away? ☐ Yes ☐ No

Will items or services be sold at the event? ☐ Yes, if YES, please describe: _____ ☐ No

Event Plan- Entertainment And Activities

Entertainment:

Are there any musical entertainment features related to your event? ☐ Yes ☐ No

What type of live Entertainment will be featured at your event? _____

☐ Dance

☐ Jugglers

☐ DJs Bands

☐ Other

Please describe: _____

Event Plan- Vendors And Concessions

Does the proposed special event involve water related activities involving the Oswego River and/or Oswego Harbor? ☐ Yes ☐ No

Please describe: _____

Number of Stages: _____ Number of Bands: _____

Sound Amplification: Start Time: _____ am/pm Finish Time: _____ am/pm

Sound Checks prior to event: Start Time: _____ am/pm Finish Time: _____ am/pm

Please describe the sound equipment that will be used for your event: _____

Name of Sound/Production Company : _____

Address: _____

City, State, Zip Code: _____

Phone #: _____ Cell Phone for Day of Event: _____

Electrical Services: Will your event require Electrical services/Generators? ☐ Yes ☐ No

If yes, please provide name of vendor: _____

Event Operation- Sanitation And Waste Management

Sanitation:

Portable and/or Permanent Toilet Facilities:

Delivery Date: _____ / _____ / _____ Time: _____ am/pm

Pick-up Date: _____ / _____ / _____ Time: _____ am/pm

Number of Portable Toilets: _____ Number of ADA Accessible Toilets: _____

Permanent Toilet Facilities: _____ Name of Portable Toilet Vendor: _____

If you have a plan for using permanent toilet facilities please list the location of these facilities below: _____

Describe your plan for clean up and removal of waste and garbage during and after the event:

Clean-up Date: : _____ / _____ / _____ Time: _____ am/pm

PLEASE NOTE: You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. The City does not provide cleaning or street sweeping services.

CITY OF OSWEGO SPECIAL EVENT APPLICATION



Event Operation- Safety And Security

Medical Services:

The City of Oswego requires a first aid station with medically certified personnel having a minimum of current First Aid and completes CPR certifications at any event with an attendance of over 5,000 people. Event planners must provide either a contracted emergency vehicle or equivalent. This station/vehicle must be centrally located and clearly marked. Please indicate what arrangements you have made for providing First Aid Staffing and Equipment and provide a copy of your contract with this application.

_____ Ambulance(s) How provided? _____

Company's Public Utilities License # _____

Emergency Medical Technician(s) How provided? _____

Security: (This area requires approval of the Oswego Police Dept.)

Does your event require assistance from the Oswego Police Department for staffing? ☐ Yes ☐ No

If No, are you providing private security? ☐ Yes ☐ No

If Yes, security provided by the applicant for the special event there must be coordination with the Oswego Police Department.
Please explain the proposed security measures: _____

The Special Events Committee will review this application the Oswego Police Department for guidance and will provide discretionary review and modifications to ensure security and safety based on the proposed event.

Fire Safety: (This area requires approval of the Oswego Fire Dept.)

Does your event require assistance from the Oswego Fire Department for staffing? ☐ Yes ☐ No

If yes, please explain why: _____

The Special Events Committee will review this application with the Oswego Fire Department for guidance and discretionary review and modifications to ensure fire safety (and water safety as applicable) for the proposed event.

Disclaimer: I certify the information contained in the application is true to my best of abilities.

Signature of applicant : _____ Date: _____

SPECIAL EVENTS COMMITTEE AND DEPARTMENT REVIEW



COST ESTIMATES	
Location	\$ /day
Location	\$ /day
Location	\$ /day
Location	\$ /day

COST ESTIMATES	
Fire / EMT	\$
Police	\$

Payment Record

(Excludes Fire and Police detail)

Total Permit Fee: Amount \$: _____ Check #: _____ Check Date: _____ Deposit #: _____

Insurance Documentation*	Required	Date Received	Staff Initials
Liability	_____	_____	_____

Departmental Review

The following signatures are required for approval of your event:

Signature	Date
Police Department _____ Comments: _____ _____	
Fire Department/Emergency Services _____ Comments: _____ _____	
Parks Department _____ Comments: _____ _____	
Department of Public Works _____ Comments: _____ _____	
City Clerks Office _____ Comments: _____ _____	