

**CITY OF AUBURN**  
**EVENT APPLICATION**  
**(\$50.00 Application Fee)**

1. Event Applications will need to be submitted six (6) weeks prior to an event.
2. Be as specific as possible in the description so that we have the best understanding of your event. Also, be clear as to what you need to be provided by the City.
3. **Event Application Fee \$50.00 (*waived if a permit is issued*).** The application fee is due at the time of submission of the application and is non-refundable.
4. **Event Fee \$300.00.** The event fee is due when the permit is issued and is non-refundable.
5. If Security Officers are needed and the event is canceled more than two (2) hours prior to start time, **officers will be paid for one (1) hour.** If the event is canceled two (2) hours or less prior to start time, **officers will be paid for two (2) hours.**
6. For City Sponsored events all financial records shall be available upon request for inspection by City Officials. The event coordinator will provide a financial summary to the City within 30 days of the completion of the event detailing total income and expenses broken out into functional categories. Functional categories shall include but are not limited to wages and benefits, operating supplies, operating services, and donations.
7. Fire hydrants, sidewalks, cross streets/alleys and storefronts shall not be blocked by any vehicle or concession at any time.
8. A 20' emergency vehicle safety lane must be maintained at all times.
9. All Mobile Food Preparation Vehicles are required to have an annual inspection completed by the Fire Inspector's Office at the Auburn Fire Department. Vendors will be provided with a compliance checklist once completing the inspection process. This checklist should be readily available at all events held in the City of Auburn.
10. All Mobile Food Preparation Vehicles must obtain a Permit from the City Clerk's Office. This Permit must be posted in a conspicuous place at all events within the City of Auburn.
11. Mobile Food Preparation Vehicles must be separated from all other structures and vehicles by a minimum of 10 feet and may not block Fire Department Access Roads (see #8 above for 20' requirement) or the means of egress from any permanent or temporary structure.
12. Fuel Containers must be of the approved type and properly secured as described in the MFPV Permit Application. An inspection from the Auburn Fire Department will be conducted each day of the event, prior to the commencement of cooking operations, to ensure compliance with the NY State Fire Code.

13. All Mobile Food Preparation Vehicles that contain deep fryers must have the required fire suppression system inspected within 6 months of the date of the event. Where such fryers and fire extinguishing systems exist, MFPV'S must also have a TYPE K Fire Extinguisher, inspected within 1 year of the date of the event. MFPV'S must have a TYPE ABC Fire Extinguisher inspected within 1 year of the event, regardless of whether or not deep fryers exist.
14. City sign ordinances shall be complied with at all times and in all regards unless otherwise approved.
15. No paint or other markings may be placed on the street surface.
16. Upon approval of your event, a Certificate of Liability Insurance in the amount of at least \$1,000,000 naming the City of Auburn as additional insured and referencing the date and location of your event must be provided.
17. A copy of the Liquor License needs to be provided if the event is serving alcoholic beverages.
18. A Hold Harmless Agreement is also mandatory, available at the City Manager's Office, Department of Public Works, or online at [www.auburnny.gov](http://www.auburnny.gov)

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**CHECKLIST:**

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| 1. Event Application _____        | 4. Copy of Liquor License _____   |
| 2. Application Fee _____          | 5. Hold Harmless Agreement _____  |
| 3. Certificate of Insurance _____ | 6. AFD Compliance Checklist _____ |
| 7. Other _____                    |                                   |



**City of Auburn**  
24 South Street  
Auburn, New York 13021  
(315) 255-4146

## Event Application

(\$50.00 Application Fee)

(The City of Auburn has the authority to void any event permit that is not abiding by the Supplemental Conditions of the permit issued.)

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**Event Name**

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**Date of Event**

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**Time of Event**

**CONTACT INFORMATION:**

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**Contact Name**

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**Phone Number**

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**E-Mail Address**

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**Mailing Address**

**EVENT DAY CONTACT INFORMATION:**

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**Name:**

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**Phone Number (cellphone)**

**City Sponsored Events only:** I agree that all financial records shall be available upon request for inspection by City Officials. I agree to provide a financial summary to the City within 30 days of the completion of the event detailing total income and expenses broken out into functional categories. Functional categories shall include but are not limited to wages and benefits, operating supplies, operating services, and donations.

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**Signature of Responsible Party**

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**Date**

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**EVENT INFORMATION:** (Event Fee \$300.00 per day plus Cleaning Deposit \$300.00 refundable)

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**Set-Up Date**

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**Set-Up Time**

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**Tear Down Date**

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**Tear Down Time**

**PLEASE LIST ALL DATES/TIMES AND CROWD INFORMATION BELOW:**

Date	Start Time	End Time	Estimated Crowd Size	#of Vendors/Displays

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## WILL THE EVENT INCLUDE:

Mobile food preparation vehicles: ( ) Yes ( ) No How many?: \_\_\_\_ County permit? \_\_\_\_ AFD Checklist \_\_\_\_

Parade: ( ) Yes ( ) No (Map of desired route must be attached)

Run or Walk: ( ) Yes ( ) No (Map of desired route must be attached)

Music: ( ) Yes ( ) No **If Yes:** ( ) Band ( ) Recording/DJ  
(Site drawing of stage or DJ location must be attached)

Street Closure(s): ( ) Yes ( ) No (Map of closed streets and drop location of barricades)

State Street Plaza: ( ) Yes ( ) No

Will there be an admission charge for event: ( ) Yes ( ) No

Other: ( ) Yes ( ) No **Describe:** \_\_\_\_\_

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

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Will there be alcohol at your event? ( ) Yes ( ) No  
If yes, type of alcoholic beverage to be served: ( ) Wine ( ) Beer

Will you be providing alcohol to your group or the public? ( ) Yes ( ) No (Insurance certificate **WILL BE** required.)

Will you be selling alcohol to your group or the public? ( ) Yes ( ) No (Insurance certificate **WILL BE** required.)

Will people be permitted to bring their own alcohol to this event? ( ) Yes ( ) No (Insurance certificate **WILL BE** required)

Will you need an Open Container Waiver Letter? ( ) Yes ( ) No  
(Open Container Letter Fee \$50.00)

Who will be applying to the NYS Liquor Authority for the permit to sell?

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

List organizations/businesses that will be participating in event that will require the Open Container Waiver letter:

_____	_____
_____	_____
_____	_____

*The applicant is responsible for hiring security through the Auburn Police Department, Traffic Officer, (315)255-4712. \*If you are contracting with a group to sell/provide alcohol during your event on City property, separate insurance is required from Liquor legal in addition to your insurance.*

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## ELECTRIC: (Electrical Hook-Up \$20.00)

Will electricity be needed for the event? ( ) Yes ( ) No

What will you be providing electricity to? \_\_\_\_\_

Will generators be used? ( ) Yes ( ) No (site drawing indicating placement/location of generator required)

If Yes: Size of generator(s) \_\_\_\_\_ Fuel Source: ( ) Gas ( ) Diesel ( ) Propane

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## TENTS/CANOPIES:

Will tents/canopies or other membrane structures be erected at the event? ( ) Yes ( ) No  
(bounce houses or other air-supported structures are not allowed to be erected)

Please check the size(s) of tents/canopies or other temporary structures that will be erected:

Genesee St.: 30x60\_\_ ( ) Yes ( ) No

State St.: 20x60\_\_ ( ) Yes ( ) No

Will you need the State Street Plaza Tent for a band? ( ) Yes ( ) No

**Anchoring into the pavement is prohibited. If anchoring into grass or soil areas, please contact NYS Dig Safe at 1-800-962-7962 or 811**

**To set up an inspection for electric and tent certificates call the Fire Department at 253-4031**

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## STREET CLOSURES, STATE STREET PLAZA, OR EQUAL RIGHTS HERITAGE CENTER:

**Any event requiring a street closure requires 30 days advance notice. (Some events may require additional staffing which will incur additional costs)**

Will any street(s) need to be closed for the event? ( ) Yes ( ) No

_____	_____	& _____
Street to be closed	Cross street	Cross street
_____	_____	& _____
Street to be closed	Cross street	Cross street
	-	

Will this be held at the Equal Rights Heritage Center? ( ) Yes ( ) No

Will this be held at the State Street Plaza? ( ) Yes ( ) No

Will street barricades be needed for the event? ( ) Yes, how many? \_\_\_\_ ( ) No  
*(Drop-off locations for requested items must be identified on the site drawing)*

Will traffic cones be needed for the event? ( ) Yes, how many? \_\_\_\_ ( ) No  
*(Drop-off locations for requested items must be identified on the site drawing)*

**Banners/signs/other decorations are not to be attached to street barricades, traffic cones, light poles, or any other City property**

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## DISPOSAL OF GARBAGE:

Will you need the City to dispose of the garbage? ( ) Yes ( ) No

(Garbage collection \$250.00 and must be bagged in clear bags not exceeding 50 lbs/each and left at a predetermined location)

Will you need garbage cans? ( ) Yes, how many? \_\_\_\_ ( ) No

(Garbage can rental \$10.00/each)

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**POLICE:**

*The final determination for the number of police officers and utilization will be at the discretion of the Auburn Police Department. If Security Officers are needed and the event is canceled more than two (2) hours prior to start time, officers will be paid for one (1) hour. If the event is canceled two (2) hours or less prior to start time, officers will be paid for two (2) hours. (Some events may require additional staffing which will incur additional costs) Once the event has commenced officers will be paid for the entirety of the event they signed up for. Please fill out the information letting us know whom to invoice:*

**Business Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

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**AMBULANCE SERVICES:**

*The final determination for the number of EMS Staff and utilization will be at the discretion of the Auburn City Ambulance. If EMS staff are needed and the event is canceled more than two (2) hours prior to start time, EMS staff will be paid for one (1) hour. If the event is canceled two (2) hours or less prior to start time, EMS staff will be paid for two (2) hours. (Some events may require additional staffing which will incur additional costs) Once the event has commenced EMS staff will be paid for the entirety of the event they signed up for. Please fill out the information letting us know whom to invoice:*

**Business Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

# SPECIAL EVENT APPLICATION Department Approval Summary

FOR OFFICIAL CITY USE ONLY

<u><b>Department Recommendations:</b></u>	Approved	Denied	Additional Costs	Dept. Initials
City Manager				
<u>Additional Recommendations:</u> (attach supplemental pages as needed)	( )	( )	_____	_____
DPW	( )	( )	_____	_____
<u>Additional Recommendations:</u> (attach supplemental pages as needed)				
Fire Department	( )	( )	_____	_____
<u>Additional Recommendations:</u> (attach supplemental pages as needed)				
Auburn City Ambulance				
<u>Additional Recommendations:</u> (attach supplemental pages as needed)	( )	( )	_____	_____
Police Department	( )	( )	_____	_____
<u>Additional Recommendations:</u> (attach supplemental pages as needed)				
Equal Rights Heritage Center (if applicable)	( )	( )	_____	_____
<u>Additional Recommendations:</u> (attach supplemental pages as needed)				
<i>If recommendation is denied, please attach a brief explanation</i>				

**Date Received:**

1. Certificate of Insurance \_\_\_\_\_
2. Copy of Liquor License \_\_\_\_\_
3. Hold Harmless Agreement \_\_\_\_\_
4. Open Container Waiver \_\_\_\_\_
5. Other \_\_\_\_\_

**City Sponsored Event:** \_\_\_\_\_

**Application Fee:** \_\_\_\_\_

**Event Fee:** \_\_\_\_\_

**Payment type: Cash:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

FOR OFFICE USE ONLY	
<div style="border-bottom: 1px solid black; margin-bottom: 10px; width: 80%; margin: 0 auto;"></div> <b>City Manager's Approval</b>	<b>Copy to Codes:</b> _____ <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <b>Date</b>
<div style="border-bottom: 1px solid black; margin-bottom: 10px; width: 80%; margin: 0 auto;"></div> <b>Date</b>	<b>Copy to Clerk:</b> _____ <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <b>Date</b>