



## **CITY OF CORNING SPECIAL EVENT APPLICATION**

**[\*\*\*PLEASE READ ENTIRE APPLICATION BEFORE COMPLETING\*\*\*]**

To apply for a Special Event, applicants must submit a typewritten letter (printed single-sided) to the City Clerk, City of Corning, 500 Nasser Civic Center Plaza, Corning NY 14830 which responds to each of the items listed below using the numbering system contained in this application. Only letters following these guidelines will be considered as complete applications.

Applications must be submitted to the City Clerk a minimum of 60 days prior to the date of the event. However, because of the complexity of some events, 60 days may not be sufficient to adequately review an application and answer questions or concerns. In order to ensure adequate time for applicants to answer any questions or concerns which may arise during the review process, we suggest applicants make their submittals several months in advance of the actual event date.

### **EVENT NAME:**

1. General Information:
  - A. Name of the business, agency, or organization applying for a special event. (This will be the “Applicant”.)
  - B. Name of primary contact with complete mailing address and telephone number. (This must only be one person.)
  - C. Type of event and detailed nature of activities. Including lighting, noise levels, health risks, duration, etc.
  - D. Dates and times of the event.
  - E. Workers/volunteers.
    - i. Estimated number of over the duration of the event.
    - ii. Maximum number at any given time.
  - F. Attendees.
    - i. Estimated number of over the duration of the event.
    - ii. Maximum number at any given time.

- G. Attach a detailed map of your event site and surrounding areas which includes barricade locations, restroom facilities, vending areas, stage locations, proposed detour routes for pedestrian and vehicle traffic, travel paths, signs, proposed streets and sidewalk closures.
2. Insurance Information:
- A. The City typically requires general liability insurance in the amount of \$1,000,000 with the City listed as an additional insured. It is common practice for insurance companies to list the City as an additional insured, but you should contact your carrier early in the application process. If alcohol is being served at the event, additional coverage specifically relating to alcohol will be required. The applicant does not need to submit proof of insurance with this application. The application should indicate that the applicant will provide proof of insurance to the City's satisfaction with the City of Corning listed as an additional insured. During the application review process, the City Staff will let the applicant know when proof of insurance will need to be submitted. If your event occurs within the Gaffer District footprint, coverage must also be provided to Corning's Gaffer District.
  - B. Each vendor/supplier that the applicant allows to participate at their event, must also provide proof of insurance and list the City of Corning as additional insured at least 14 days prior to the event. If your event occurs within the Gaffer District footprint, coverage must also be provided to Corning's Gaffer District.
3. Some requests require City Council approval. Applications should address the following items which are the most common requiring such approvals:
- A. Closing street or sidewalks or any portion thereof.
  - B. Closing/using City owned property including parking lots.
  - C. Vending in Centerway Square or within 120 feet of Centerway Square.
  - D. Waiver of the City's open container law (alcohol).
4. If you are requesting permission for a Fireworks display, your request must include the following:
- A. A map detailing the launch sites and the safety zone with measurements clearly indicated.

- B. A detailed list of the type and quantity of all fireworks to be used in the display with their maximum range.
  - C. A description of security personnel to be used.
  - D. A copy of your NYS Department of Environmental Conservation permit for use of the flood control levies if applicable.
  - E. Procedures for misfires/failures and reporting.
  - F. Provide name, contact information and insurance certificate from company providing the fireworks display.
5. If you are interested in holding your event in a City park, those reservations need to be made by the applicant directly with the Parks & Recreation Department (607-962-0340) or if you are interested in Centennial Park or Centerway Square with the Corning's Gaffer District (607-936-6292).
  6. If a Mass Gathering Permit is required by the New York State Department of Health, the City must receive a copy of the permit before the date of the event. (NYS Department of Health (716-427-0200).
  7. Applicants are required to provide adequate security for the entire event and are responsible for all costs of additional Corning City Police personnel required for the event. This may be coordinated through Corning's Gaffer District (607-937-6292).
  8. Request for street closing/detours on any roadway designated as a "State Route" must be submitted to: New York State Department of Transportation, Attn: Regional Engineer, 107 Broadway, Hornell, NY 14843
  9. The applicant is required to supply and set up barricades, cones and street closing signs. Your application must include a detail of their location and number of devices. All barriers used to close streets shall be portable in type. It is not permissible to use vehicles, booths, or similar objects as barriers.
  10. The applicant is required provide emergency vehicle access and to comply with all Federal, State and Local Fire and Safety regulations, throughout the entire event, set up to tear down. Pre-event inspections by the respective official(s) may be necessary for compliance purposes.
    - A. A minimum width of 15 feet of unobstructed access is necessary to provide emergency access to all event areas. A minimum distance of 60 feet from all intersections must be unobstructed to allow emergency vehicles and adequate turning radius.

- B. All fire hydrants and Fire Department connections on structures shall be kept free of obstructions at all times. A minimum of 15 feet in any direction shall be maintained.
- C. All exits from structures within the event area shall be kept clear at all times so as not to delay possible evacuations.
- D. The applicant shall contact the Fire Department 48 hours prior to the start of the event to arrange an inspection of the area with a Fire Department representative. This inspection shall take place just prior to the start time and may be repeated as necessary.

This is a general outline of the requirements necessary. Please contact the Corning Fire Department at (607-962-0340) to request other requirements which may be necessary.

- 11. Determine the schedule for rail service by contacting Norfolk Southern Railroad at (607-962-6224) to determine if your event may be affected. (Centennial Park, Bridge Street, Centerway and other locations you may be seeking are in close proximity to railroad tracks).
- 12. Applicants are required to make any additional notifications to emergency or public services as required. (i.e. AMR Ambulance Service, New York State Electric & Gas, etc.) The following is a list of telephone numbers which may be useful to you:

Corning Police Department	607-962-0340
Corning Fire Department	607-962-0340
AMR Ambulance	607-936-4177
Corning Hospital	607-937-7253
NYS Electric & Gas	1-800-572-1111
Corning Natural Gas	607-936-3755

- 13. The applicant is responsible to make sure that vendors, and exhibitors do not utilize City property such as street signs, light poles, trees, benches, etc. as anchors or supports for tents, booths, or other displays. No tent stakes shall be driven into the ground or pavement without prior approval from the City; and not without notification of Underground Facilities Protection Organization. For more information contact City of Corning Public Works Department at (607)962-0340.
- 14. Food service vendors must be in compliance with New York State Health Laws. All food service vendors must possess valid New York State Health permits.
- 15. Upon receiving approval for the event, event sponsors must apply for and obtain any permits required by State or Local building codes for any temporary structures erected for the event (grandstands, stages, buildings, etc.), electrical

systems, or use of gas-fired equipment. Contact the City of Corning Code Enforcement Office at (607-962-0340). Additional requirements may be required by the Corning Fire Department (607-962-0340).

16. Public notifications: Event sponsors must notify the official City newspaper of their intent to close streets after receiving City Council approval for the closing. Event sponsors must make arrangements to post the time of the street closing on the day of the event. (Example: flyers on vehicles, temporary signs posted on streets, posters in merchants' windows).
17. Open containers of alcoholic beverages are prohibited in public places throughout the City of Corning. Applicants' sponsors may request the Corning City Council waive this requirement for their event. A meeting with the Chief of Police is required as part of the review process. Event sponsors are solely responsible for taking precautions to ensure possession of alcohol is limited to persons twenty-one years of age and older. Visible identification for individuals confirmed by event personnel to be twenty-one years of age or older, may be required. All vendors disbursing alcoholic beverages must be in compliance with the New York State Alcoholic Beverage Control Laws.

If the applicant is requesting permission for alcohol in a City Park, the applicant must apply directly with the City's Parks & Recreation Department (607-962-0340).

18. Vendor sales, games of chance, raffles, etc., may require special permits as defined in Federal, State or Local Law. Event sponsors may contact the Corning City Clerk at (607-962-0340), for permit requirements.
19. The City has locations suitable to display banners. If you are interested in hanging a banner for your event, include a detailed description of the banner with your event application. The description must include items such as location, type of material, number of wind flaps, size, etc. To schedule a space for your banner, or for more information regarding banners please call Corning's Gaffer District (607-937-6292). We recommend that you receive approval for your banner design and scheduling prior to ordering the banner.
20. Event Signage. If you are interested in utilizing promotional, directional, event or similar signage for your event. Describe in detail the locations, size, duration etc., including a graphic or rendering of each type of sign.
21. Immediately upon the completion of the event, sponsors are required to clean the area of the event and a one-block radius surrounding the event. This includes the removal of all trash, papers, etc., from the sidewalks and roadways. Furthermore, trash bags, cans, boxes, etc., must be removed from the area. The disposal of grease, fuels, charcoals, etc., into the streets or sewers is strictly and expressly prohibited.

NOTE: These application procedures are intended to guide event coordinators through the various permitting processes that may be necessary for activities which they propose. Submission of the materials which indicate compliance with each of these standards does not guaranty approval of the proposed activity or event. The applicant is responsible for any and all Federal, State or Local regulations which may or may not be contained in this set of guidelines.

**Waiver of Liability and Indemnity**

**I/We understand and agree to abide by the policies and rules outlined in the enclosed documents.**

**I/We agree to recognize and assume all risks pertaining to the use of the areas listed in the event application.**

**I/We agree to indemnify and hold harmless the City of Corning and the Corning’s Gaffer District (if applicable) from and against any claims, damages, loss or expenses of any kind because of property damage or bodily injury, including death arising out of or on account of our use of the reserved areas outlined in this event application, whether such claims, damages, loss or expenses are due in whole or in part to any negligence of those listed or any of their agents, servants, employees or any other person.**

Signature

Date

Organization