

Monroe County Parks Department

2014 Single Day Sales/Vendor Permit Application



Maggie Brooks
County Executive

This application is to be filled out if you plan to participate as a vendor (i.e. sell any goods, food, or services) at a sanctioned Special Use Event, Field Use, or Recreational Use on Monroe County Parks grounds. You may only sell your items with an approved Single Day Sales/Vendor Permit, in association with a specific event, for an individual day, and be selected by that event organizer to do so. Information booths do not apply. Please submit this application to the Monroe County Parks Department at 171 Reservoir Avenue, Rochester, New York, 14620, at least one month before the event in which you will participate.

Business Name: _____
Contact Name: _____
Mailing Address: _____
E-mail address: _____ Zip: _____
Phone #: _____ Day of Event Phone #: _____
Requested Park: _____ Requested Date: _____
Approximate # of people in attendance: _____ Is the event open to the general public? _____
Start & End Times (including set up and cleanup): _____
Location that you will set up in the Park _____

Choose the type of Permit/s you are requesting:

- Single Day Sales Permit (events up to 500 people)- \$25
- Single Day Sales Permit (events between 501-1,500 people)- \$50
- Single Day Sales Permit (events over 1,500 people)- \$75

- Pop-up Tent/s (under approximately 10x10ft)- no charge
- Small Tent/s (11x11ft up to 30x30ft)- \$40 fee each
- Large Tent/s (over 30x30ft)- \$100 fee each

TOTAL AMOUNT OF FEES DUE: _____

Health Department Information

If you are providing food to the public, please consult the Monroe County Health Department to determine if you need to fill out a "Health Department Permit to Operate a Temporary Food Service Establishment". If so, fill out the form completely as possible, and submit it to the Health Department at Food Protection, Room 1020, 111 Westfall Road, PO Box 92832, Rochester, NY, 14692, 585-753-5553. This process excludes pre-packaged, sealed, individually-wrapped, or single-serving items such as bottled water, bags of chips, granola bars, etc.

- For "Food at Events Guidelines" to determine if you might need to obtain a "Permit to Operate a Temporary Food Service Establishment" visit www.monroecounty.gov/parks
 - You can apply to waive the associated fee by submitting the "Health Department Fee Waiver" to the Monroe County Health Department, too.
- Once you obtain your Monroe County Health Department Permit, please submit a copy to the Monroe County Parks Department via e-mail rloysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person.

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Trash and Recycling Policy

All Monroe County Parks are "Carry-in, Carry-Out" which means that you or your event organizer are responsible for the trash and recycling generated during your event. There are no trash cans or dumpsters available at the parks for trash disposal. If you choose, you may contact any of the local waste haulers to manage your event's waste and recycling for you.

- Who is your dumpster provider or trash-management partner? _____
- When will your dumpster/s be dropped off and picked up from your event? (Same day is ideal. If not, there is no guarantee that general parks users will not use your dumpsters.) _____

- Where will your dumpster/s be placed during your event? (Pavement and/or high ground are strongly recommended.) _____

Alcohol Information

If you plan to sell alcohol at your event, you will need to contact the New York State Liquor Authority to obtain a Liquor License, and the associated regulations and requirements.

- Please download a "Special Events Permit" from the State Liquor Authority's website at www.abc.state.ny.us and follow the appropriate instructions.
- Please consult with the NYS Liquor Authority at 716-847-3035, or 716-847-3057, at least 3 weeks before your event.
- Once you obtain your Liquor License, please submit a copy to the Monroe County Parks Department via e-mail rloysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person.

Go Green:

Please consider reducing the environmental impact of your vending by implementing eco-friendly practices. You'll protect your parks and our environment, and maybe even reduce your waste disposal costs. Review the "Go Green" flyer at www.monroecounty.gov/parks for green tips.

Rules, Regulations and Additional Information You do not have permission for your Single Days Sales/ Vending until you receive a signed permit. The permit only allows you to use the park. YOU MAY NOT GIVE YOUR PERMIT TO OTHERS. All parks are **Carry In Carry Out**. If you have any questions or wish to pay by credit card, please call 753-7281, email rloysen@monroecounty.gov or fax 585-753-7284. Blank copies of this application can be found at www.monroecounty.gov/parks

I, _____ (print your name) have read and understand all the park rules and regulations and if my group damages the park or facilities in anyway, I will be financially responsible for all the fees to repair the damage.

Signature

Date