



SPECIAL USE APPLICATION
ONTARIO COUNTY PARKS

Receipt Number

This application shall include ANY and ALL pertinent or relevant details, specifics, information, requests, needs, or requirement for your activity.

ACTIVITY CONTACT INFORMATION

Name/Organization/Group organizing the activity:			
Name of Activity:			
Main Contact Name:		Contact Title (if any):	
Mailing Address:			
	Street	City	Zip
Email Address:			Home/Office Phone:
Cell Phone (day of activity):		Fax Number:	
Website for activity/organization:			

ACTIVITY INFORMATION

Event Date:		Desired Location:	
Total activity time (Approximate start to end; including set up and clean up):			
Will the activity be open to the general public?			
How many people do you expect at the activity (including staff, volunteers, and participants)?			
Please describe the activity/event you are proposing:			

Please provide a map or description that outlines the space you plan to use, the route of your walk/run/ride/course (if any), parking plan and the approximate placement of any tents, Port-a-Johns, dumpsters, etc.:

Timeline/schedule for activity – Please provide the basic timeline of your activity, including arrival time for set up (earliest requested time on-site), walk/run/activities start and end time, and departure time (latest requested time on-site). Please remember to factor in clean-up time.

TENTS

A permit from County Code Enforcement may be required to erect or maintain a tent(s) or membrane structure(s) having an area of 200 square feet or larger.

Prior to the event, the tent company shall provide the County proof of insurance that complies with Schedule B attached hereto.

# of tents:		Tent size(s):		Tent Company:	
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FOOD AT YOUR ACTIVITY AND HEALTH DEPARTMENT PERMITS

If your organization or any vendors are providing food to activity attendees (donated OR selling OR providing for free), please consult with the NYS Department of Health (the "DOH"), Geneva District in person or by mail at 624 Pre-Emption Road, Geneva, NY 14456 or by phone at (315)789-3030. Compliance with the requirements of the DOH must be obtained and proof of such compliance delivered to the County prior to your activity.

If a vendor will be used to provide food, it shall provide to the County prior to your activity proof of insurance that complies with Schedule B.

TRASH & RECYCLING, & THE CARRY-IN, CARRY-OUT POLICY

Ontario County is "Carry In, Carry Out" which means that your group/organization is responsible for the trash and recycling items generated during your activity (unless otherwise noted). There are no trash cans or dumpsters available for disposal (unless otherwise noted). If you choose, you may contact local waste haulers to manage your activity's waste and recycling for you.

Name of dumpster provider or trash management partner?		How many dumpsters will you rent?	
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When will the dumpster(s) be dropped off?		When will the dumpster(s) be picked up?	
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Same day is ideal. If not, there is no guarantee that others will not use the dumpsters.

Where do you propose dumpsters be placed during the activity?

BATHROOMS & PORT-A-JOHNS

If your activity has a large number of people, bathroom facilities (if available) may not accommodate your total attendance. Also, bathroom facilities may be closed October 31st through May 1st and therefore be unavailable for use. If this is the case, you may be required to rent Port-a-Johns.

Should you be required to rent Port-a-Johns, please include the following information:

Name of Port-a-John provider:		How many Port-a-Johns will you rent?	
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When will the Port-a-John(s) be dropped off?		When will the Port-a-John(s) be picked up?	
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Same day is ideal. If not, there is no guarantee that others will not use the Port-a-Johns.

Where will the Port-a-Johns be set up? (Pavement and/or high, dry ground are strongly recommended.)

PARKING, TRAFFIC MANAGEMENT, POLICE SUPPORT SERVICES AND/OR SECURITY

Depending on the size of your activity and potential parking needs, we may require that you rent additional pavilions or lodges. In some cases, you may need to organize a shuttle service, to and from

a remote location, in order to accommodate all of your parking needs. Parking on the grass is only allowed with permission from the County.

If your event will use roadways, cross roadways, and/or will have a significantly high attendance, and /or will have any unique risk factors, a police presence may be required. In some cases, fees may be required for their services. If there is a police presence, this Special Use Permit shall not create a “special relationship”.

DAY OF THE EVENT

The day before your activity, please contact and check in with the Parks Caretaker at (585)374-6250. The caretaker will be able to advise you of any facility/field updates and soil/ground conditions or any special considerations and provide any additional guidance or information to make your event run smoothly.

COMMERCIAL ACTIVITIES

Section 7 of the County Parks Law provides that no person shall solicit or engage in any business, trade, commercial transaction or other activity within a park involving the sale of merchandise or services, or for which any fee, payment, donation or other consideration is required or requested, except for duly authorized concession agreements or other agreements for park purposes which shall have been approved or authorized by the County Board of Supervisors.

If your event is a commercial activity, you must submit this application at least forty-five (45) days in advance to permit time for the Board of Supervisors to review your request.

RULES AND REGULATIONS

The Permittee agrees to:

1. Have a responsible person, over the age of 21, available onsite for the entire activity, including set up and cleanup;
2. Comply with the Ontario County Parks Law as illustrated in <http://www.co.ontario.ny.us/DocumentCenter/View/4754> and further comply with all federal, state and local laws, rules and regulations;
3. Be responsible for all persons who attend the activity and ensure that all persons know the rules and act in an orderly, responsible and safe manner;
4. Not close any park, village, town, city, county, or state road(s) without proper permission;
5. Be responsible for payment of any and all costs related to the activity;
6. Provide and maintain insurance in compliance with Schedule B;
7. Assume all risk related to hereto and be solely responsible and answerable in damages for all accidents or injuries to person or property and hereby covenants and agrees to release, defend, indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage claims, demands, costs, judgements, fees, attorneys’ fees or loss arising directly or indirectly from the activity;
8. Possess a properly granted Special Use Permit during the activity;
9. Provide the County at least seven (7) days’ notice of cancellation in which case, Permittee may request a full refund. Otherwise, there will be no refund except in the case of death, serious illness, or other extraordinary cause out of the permit holder’s control.

The County of Ontario reserves the right to:

1. Approve or deny permits;
2. Cancel the permit/activity if the Permittee is in violation of these Rules and Regulations;

3. Postpone, cancel, restrict, or modify a permit/activity that could damage County property;
4. Terminate the activity or expel any person or persons who are deemed to be unruly, unsafe, or acting dangerously or who violate any of these Rules and Regulations; and
5. Require rental of additional facilities to match the size and/or needs of the activity.

FEES DUE TO THE COUNTY PRIOR TO THE ACTIVITY

Payment accepted: Cash, Check or Credit Card

Quantity	Description	Amount	Total Price
	TENTS		
	200-400 square feet, \$40 impact fee per tent		
	401 square feet or larger, \$100 impact fee per tent		
TOTAL			

I, the undersigned, on behalf of myself / organization / group, hereby submit this Special Use Application for approval. The information and details that I have provided to the County about my activity are accurate to the best of my knowledge. I, the undersigned, on behalf of myself/organization/group, have read and agree to the above rules and regulations.

Signature

Schedule "B" Instructions

“Schedule B” consists of (1) proof of Workers’ Compensation insurance, (2) proof of Disability insurance, and (3) proof of liability insurance. That proof is usually in the form of an Insurance ACORD Certificate that must be provided **by the vendor/contractor/consultant** prior to standing committee approval or issuance of a purchase order. In addition, all bids and quotes require proof of insurance with the response.

ANY change in or waiver of insurance requirements must be approved by the Insurance Committee prior to standing committee approval. Attach a written explanation if change or waiver has been granted. (NOTE: New York State Law does not allow any waiver in Workers’ Compensation or Disability Insurance.)

The actual original Insurance Certificate must be attached to the contract (**not** the attached chart or these instructions).

1. Workers’ Compensation and Disability Insurance:

New York State law requires the County to have proof of workers’ compensation insurance for every vendor/contractor/consultant under contract with the County. The requirements for Workers’ Compensation and Disability insurance are available in Public Folders. In some instances, the vendor may not be required to have these types of insurance. If that is the case, **the vendor** must provide a form CE-200, which can be filled out on the State’s website at www.wcb.state.ny.us.

2. Liability Insurance

The type of liability insurance required by a particular vendor/contractor/consultant is contained in the attached chart. Choose a category A through G for the particular vendor/contractor/consultant. If you cannot determine which types of liability insurance are required from the chart, please contact purchasing at Ext. 4442.

Once the category of liability insurance is chosen, the Vendor/Contractor/Consultant must provide an ACORD Insurance Certificate that contains ALL of the following:

- a. All insurance certificates must be on the ACORD form. The most current form is ACORD 25(2009/09). ACORD Insurance Certificates must be executed by an insurance company and/or agency or broker, which is licensed by the Insurance Department of the State of New York.
- b. All insurance certificates must contain (i) the name of the agent producing the form (ii) a policy number, (iii) policy effective date and expiration date, and (iv) the name of the Vendor/Contractor/Consultant must match the contract name.
- c. All GENERAL LIABILITY insurance certificates must name Ontario County as an “additional insured.” (Professional liability insurance certificates will not.)

- d. "Certificate Holder" shall be made out to the "County of Ontario, 20 Ontario Street St., Canandaigua, NY 14424" and coverage must comply with all specifications of the contract.
- e. The Description of Operations must say "Contractor/Consultant services provided as per contract with Ontario County."
- f. The ACORD Insurance Certificate must indicate that prior to non-renewal or cancellation of the policy or policies, at least thirty (30) days advance written notice shall be given to the County of Ontario and the County Department requesting this Certificate, before such change shall be effective.
- g. All insurance forms are only good for one year and the Vendor/Contractor/Consultant must provide new certificates when they expire.

SAMPLES OF ACORD INSURANCE CERTIFICATES FOR CATEGORIES A THROUGH G ARE AVAILABLE IN PUBLIC FOLDERS.

Vendor Classification	A Construction & Maintenance	B Purchase or Lease of Merchandise or Equipment	C Consultant Services	D Professional Services	E Property Leased to Others or Use of Facilities or Grounds	F Transportation Services	G All Purposes Public Entity Contracts
Commercial General Liability							
Each Occurrence	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
Fire Damage	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
General Aggregate	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
Product Comp/Op	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
Personal & Adv. Injury			\$ 1,000,000.00	\$ 1,000,000.00			
Auto Liability	\$1,000,000 CSL		***	***	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
Owned	\$ 1,000,000.00				\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
Hired	\$ 1,000,000.00				\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
Non-Owned	\$ 1,000,000.00				\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
Workers Compensation & Employers Liability	See Below	See Below	See Below	See Below	See Below	See Below	
Disability Benefits	See Below	See Below	See Below	See Below	See Below	See Below	
Professional Liability				\$1,000,000			
Ontario County to be Named Add'l Insd On	GL-AL		GL	GL-AL	GL-AL	GL-AL	GL-AL

Note: Workers Compensation & Disability Benefits required by sections 57 and 220 Subd. 8 of the Workers Compensation Law must be completed and returned with the Insurance Acord

These forms are available on-line at www.wcb.state.ny.us

(***) If a vehicle is used in the execution of the contract, the Consultant/Professional shall provide evidence of Auto Liability Coverage of \$1,000,000 Combined Single Limit