



Phone: 607.432.6450  
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Internet Address:  
www.oneonta.ny.us

E-Mail Address:  
cityinfo@oneonta.ny.us

## OFFICE OF THE CITY CLERK

City Hall, 258 Main Street  
Oneonta, NY 13820-2589

### Application for Plaza and/or Fence Usage

- Muller Plaza                       Main Street Walkway                       Water Street Plaza  
 Sign / Display on Westcott Lot Fencing (Percent of Use: 25% 50% 100%)

**A complete plaza and / or fence usage application must include the following and will be returned to the City Clerk's office at least two weeks prior to the event date:**

- A narrative that explains the purpose of the event; all planned uses of public utilities, banners, displays or decorations. Description of display and the method by which it will be attached to fence, and garbage clean-up plans
- A copy of flyers, posters, or other materials that will advertise the event.
- A Certificate of Liability Insurance showing \$300,000 single limit, bodily injury, and property damage combined or a signed indemnity agreement.
- The non-refundable application fee of \$25 per plaza, per event with one date, or \$50 per plaza, per event with multiple dates. Display permits are limited to a 7 day period. Cash, check, money order, credit/debit cards (fees may apply) are acceptable methods of payment.

**Date(s) of Event:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Name of Group:** \_\_\_\_\_

**Chief Organizer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

**E-mail:** \_\_\_\_\_

**Additional Contact Person(s):**

Name	Address	Phone Number
1. _____	_____	_____
2. _____	_____	_____

Time of day for usage: from \_\_\_\_:\_\_\_\_ AM/PM to \_\_\_\_:\_\_\_\_ AM/PM (10 Hour Maximum)

Number of group members/volunteers on site during the event: \_\_\_\_\_

Number of persons/event goers expected at the event: \_\_\_\_\_

Parking spaces needed to be marked off for loading/unloading:      Yes                  No

Will tickets, merchandise, goods or services be sold?                  Yes                  No

*(If yes, provide details concerning the sales activities on a separate sheet and detail which group, entity, or organization will benefit from sales, and provide a description of the items to be sold.)*

Will you be providing any of the following? If yes, please provide plan.

- Food
- Portable toilet facilities
- Security/traffic control
- Fuel for lighting, cooking, and/or heating

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Does the group have liability insurance coverage?                  Yes                  No

If yes, amount of coverage: \$\_\_\_\_\_ Insurance Carrier: \_\_\_\_\_

Prior to the event, the chief organizer must submit a Certificate of Liability Insurance to the City Clerk naming the City of Oneonta as "Additional Insured". A Certificate of Liability Insurance is **REQUIRED** for **ALL EVENTS**, unless otherwise specified by the City of Oneonta.

The City of Oneonta provides the use of these plazas and the fence to responsible individuals and groups as a community service and in the interest of providing the community with public spaces for diverse uses. The City is not a sponsor of this event, nor does it necessarily endorse any particular position of the applicant / permit holder.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chief Organizer)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(City Clerk)

***FOR CLERK'S OFFICE USE ONLY:***

**\$25 application fee (per plaza, per use) received by City Clerk's office on:** \_\_\_\_\_

**\$50 application fee (per plaza, multiple use) received by City Clerk's office on:** \_\_\_\_\_

**Total received and form of payment:** \_\_\_\_\_

**Permit Issued by City Clerk:** \_\_\_\_\_

**Police Chief:**                   **Date:** \_\_\_\_\_

**Fire Chief:**                   **Date:** \_\_\_\_\_

**Engineering / DPW:**       **Date:** \_\_\_\_\_

**Other:**                           **Date:** \_\_\_\_\_



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### **Plaza and Fence Usage Policies and Procedures**

The City of Oneonta recognizes that various groups, organizations or individuals desire to use the Main Street (Muller) Plaza, Water Street Plaza, the Main Street Walkway, and Westcott Lot fence public spaces for various activities and events sponsored by charity, for-profit, and not-for-profit agencies. Therefore, the purpose of this policy shall be to regulate the use of the public spaces located on Main Street and Water Street in order to preserve the integrity of these areas for continued public use. Any use in contradiction of this section can result in the immediate cancellation of events and/or denial of future use of city properties.

1. All potential users shall submit an application packet as provided by the City Clerk's office.
2. Events that have one permit fee for multiple dates of use are approved at the discretion of the City Clerk.
3. The following information must be included as a part of the application packet: a narrative that explains the purpose of the event; all planned uses of public utilities, banners (a banner permit may be required), type of display and the method by which it will be attached to fence, decorations, or advertising (see #6 for further discussion on advertising materials); garbage clean-up plans; need for portable toilet facilities; any security plans; and whether any use of amplified sound is planned. (If the narrative is not provided, the request shall not be considered.)
4. Use of these public spaces shall not be in excess of 10 hours (inclusive of set up and tear down time). No request shall be considered if it exceeds the maximum time limit of 10 hours without specific approval from the City Clerk's office. Display permits are limited to seven (7) days.
5. The sale, free distribution, or consumption of alcoholic beverages is prohibited without specific approval from the Common Council and proof of proper NYS licensing submitted in advance.
6. Potential users shall submit copies of flyers, posters, or other materials that will advertise the event. The organizer shall be responsible for ensuring that all flyers, posters, etc. advertising the event are removed from public facilities after the event. As per Section 220-5 of the Oneonta Municipal Code, the posting of flyers on public utility poles is prohibited. (Failure to comply may impact approvals for future applications and a clean-up fee may be assessed.)
7. Potential users shall submit a Certificate of Liability Insurance naming the City of Oneonta as "Additional Insured" unless otherwise specified by the City of Oneonta. An indemnification agreement releasing the City from liability is available for those without coverage.
8. No vehicles shall be allowed to park on the plaza pavers for any reason whatsoever. If it is necessary to unload/load equipment, the organizer shall be responsible to notify the City of

Oneonta on the application in advance that regular, marked parking spaces are needed for such purpose.

9. No illumination, with the exception of that normally provided by the City of Oneonta (e.g., plaza lights, street lights, etc.), shall be permitted to shine beyond the property line of the plaza areas.
10. Potential users shall notify the City of Oneonta if any cooking facilities will be utilized during the event. There shall be a consultation with the Code Enforcement and Fire Departments if these facilities are to be used. If approved, the organizer shall be responsible for cleaning up any residual debris related to such cooking facilities (e.g., trash, etc.). Additionally, the organizer shall take the appropriate steps necessary to prevent the spillage of grease or oil on the plaza pavers. If such pavers are damaged or rendered unusable due to the spillage of grease, the organizer may be responsible for the replacement of the damaged pavers. Potential users shall not use any structures in any of the plazas that could cause damage to the pavers or tile.
11. All potential users shall ensure that no soot, cinders, smoke, noxious acids, fumes, gases, fuel or unusual odors shall be permitted emanate from the premises that might annoy, disturb, injure, or endanger the general public.
12. All potential users shall ensure that no loud, unnecessary or unusual noise shall be permitted to be made which may have a tendency to annoy, disturb, injure or endanger the general public, including business owners and residents, in the plaza areas.
13. Musical events must be fully described on the usage form and must be in keeping with the City of Oneonta Municipal Code for Noise (Section 178).
14. The sale of merchandise directly related to the organization's purpose for holding the event shall be allowed. (The applicant shall also provide a description of the items to be sold.)
15. The use of tents or canopies may require a permit. If the use of tents or canopies is required for the event, there shall be a consultation with the Code Enforcement prior to the application being approved.
16. All signage used to advertise the event during the time the event is conducted shall be placed in a manner that does not impede pedestrian or vehicular traffic. Such signage shall be displayed in a manner that does not create the potential for harm to pedestrians or damage to vehicles or other property in the area.
17. City Staff shall be allowed to approve all usage requests, without Common Council approval, if the event has been approved and held in the past without any issues, and/or if there are minimal or no changes to the event logistics.
18. The City Clerk shall maintain a reservation calendar identifying all user groups that have been granted approval to use the Main Street (Muller) Plaza, the Water Street Plaza, the Main Street Walkway areas, and/or the Westcott Lot fence.



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### **INDEMNITY AGREEMENT** **(For Groups With No Insurance Coverage)**

The undersigned permittee, in consideration of the use of city public facilities, does hereby agree to indemnify and forever save harmless the City of Oneonta, of and from any and all liability for injury to persons and/or property resulting from the use and/or occupancy of the city public facilities, by the undersigned permittee, or its agents, servants, employees, guests or invitees, whether such injury is negligently or intentionally caused, or occasioned wholly or in part by any acts or omissions of the undersigned, its agents, servants, employees, guests or invitees.

The undersigned permittee further agrees to protect and defend the City of Oneonta from and against any and all expenses, claims, actions, liabilities, damages or loss, penalties, fines and interest of any kind whatsoever, actually or allegedly arising out of or connected with the occupation and/or use of city public facilities.

In WITNESS WHEREOF, the undersigned permittee has caused this indemnity agreement to be executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Permittee: \_\_\_\_\_