



The City Of

Saratoga Springs

Special Event Application Information and Fee Schedule

GENERAL INFORMATION

The City of Saratoga Springs recognizes special events as valuable to the community. Such events constitute an integral component of the city's overall support service obligation. In the city's roles of both support and regulation of special events, city departments must operate in a consistent and coordinated manner.

A special event is defined as an activity or series of activities, specific to an identifiable time and place, produced in conjunction with community organizations, often held on public property, and which may occur on a one time or regular recurring basis. Such events may include but are not limited to street closures, block parties, fund raisers, street parties, runs, rides, races, walks or other community events. They may occur on streets and or sidewalks, parks, and other city owned property. They may also include mass gatherings as defined in city ordinance.

All Applications must be submitted 30- 90 days prior to the event date. Submission due dates vary based on the level of event. Once the application is submitted the date for your event will be temporarily reserved while your application is in review. The city will review your application and determine the level of the event. This determination will be made based on the amount of city resources your event will use. Email AnnElise Harrison at aharrison@saratogaspringscity.com with any questions.

When the review process is done you will be contacted with the total fee amount of your event. All Permit Fees and City Service Fees are due before issuance of the event permit from the City at least 15 days before the event.

APPLICATION FEE & DUE DATES

The Event Application Fee is a non-refundable fee that will be credited toward the Permit Fee, if the event is approved. Application due dates vary based on the level of an event. Although City Staff make the final determination of an event level, applicants should meet that deadline that best fits both the size and scope of the event (see event level descriptions below). Failure to adhere to the proper due dates, based on both size and scope of the event, may result in denial of an application and/or the event. If an applicant fails to meet the proper due date, the application will incur an additional, non-refundable Late Fee on top of the Permit Fee.

Application Fee: \$25

Late Fee: \$25

Due Dates:

500+ attendance	90 days before event
300 - 499 attendance	60 days before event
200 - 299 attendance	30 days before event

EVENT LEVELS & PERMIT FEES

The Level of an event is determined by City Staff based on:

- 1.) Projected attendance
- 2.) Scope of requested/required City resources
- 3.) Disruption in the community

For example, an event with a projection of 300 in attendance may be moved from a Level 2 up to a Level 3 event, due to road closures, noise, significant need for City Staff time or other factors. However, an event with a projection of 300 in attendance may **NOT** move down from a Level 2 to a Level 1, simply because they are using little or no city resources.

After review of an event application, City Staff will inform the applicant of the respective Event Level, Permit Fee, and City Service Fees with the application. All Permit Fees and City Service Fees are due before issuance of the event permit from the City at least 15 days before the event.

Event Level 1

299 or less in attendance (include participants, bystanders, staff, volunteers and others).

Application/Permit Processing Fee: \$25.00
Application Due Date: 30 days before event

Event Level 2

300 - 499 in attendance (include participants, bystanders, staff, volunteers and others).

Application/Permit Processing Fee: \$75.00
Application Due Date: 60 days before event

Event Level 3

500 or more in attendance (includes participants, bystanders, staff, volunteers and others), as well as staff determination of size and scope of requested and/or required City resources.

Application/Permit Processing Fee: \$150.00
Application Due Date: 90 days before event

CITY SERVICE FEES

All Permit Fees and City Service Fees are due before issuance of the event permit from the City at least 15 days before the event. If an event requires use of City Park, the event is required to pay all pavilion rental fees. This fee schedule is not exhaustive as other costs could be incurred not included in this fee schedule.

Public Works

1 Seasonal Parks Employee is required for every 300 attendees
1 Full Time Parks Employee is required for every 500 attendees

Seasonal Parks Employee \$23 per hour

Full Time Parks employee	\$47 per hour
Truck Use	\$50 per hour
Electrician	\$47 per hour
Dumpster Use	\$35 per day

Police Department

2 Police Officers required for the first 1000 patrons
 1 additional Police Officer is required for every additional 500 attendees.
 1 Supervisor Police Officer is required for every 4 police officers.
 The number of Police Officers for races and parades are determined separately by police department rep., based on traffic flow and other factors.

Police Officer	\$50 per hour (2 hour minimum)
Supervisor Police Officer	\$65 per hour
Police Equipment Fee	\$10 per officer

Fire Department

EMS Personnel \$40 per hour/per person (2 person/2 hour minimum)
 Note: Other EMS providers will need to be certified with the Saratoga Springs Fire Department prior to event to ensure provider meets State Requirements. Most of the time fire doesn't need to be on site.

Civic Events

Civic Events Coordinator	\$45 per hour
Civic Events Assistant Coordinator	\$35 per hour

City Facilities

Resident Park Pavilion Rental	\$25 half day/\$50 full day
Non-Resident Park Pavilion Rental	\$50 half day/\$75 full day
Stage- Neptune Park	\$50 per day
Electricity for Stage Small System	\$15 per hour
Electricity for Stage Medium System	\$25 per hour
Electricity for Stage Large System	\$35 per hour
Basketball Court- Neptune Park	\$10 per hour
Sand Volleyball Court-Lakewood Park	\$10 per hour
Additional Grass Rental	\$20 per hour
Water Access	\$20 per day

Note: Water access is only permitted for water coolers, cooking, etc. Water access is not permitted for water activities such as water balloons, slip-n-slides, pools, etc.

POLICIES & REGULATIONS

Damage/Destruction Of Public Property

Any damage or destruction of public property as a result of the event will be the responsibility of the permit holder. In consideration for using a city facility, the applicant must sign a license agreement and/or indemnification agreement provided by the city. Permit fees are conditional on the information provided by the applicant. If more city resources are needed the day of the event, applicant is responsible to pay the city any and all additional fees that are accrued. All park rules and regulations must be followed.

Park Rules & Regulations

1. Minors should have appropriate adult supervision
2. Park hours are 6:00 am- 10:00 pm (All park reservations end at 9:00 pm to allow you time to clean up your event before the park closes).
3. No littering or vandalism. (You are responsible to make sure all of the garbage from your event is placed in the proper waste disposal receptacles.)
4. No Solicitation
5. Use of facilities, amenities and equipment is done so at your own risk. Use with Caution
6. No vehicles on lawns, sidewalks or landscape areas.
7. No smoking, alcohol, fireworks, golf or archery.
8. No bounce houses, inflatables, or water slides, unless applicant meets insurance requirements below. Applicant assumes any and all liability for any injuries to persons and damage done to the park because of such activity and shall release, indemnify, and defend the City against any and all property damage and personal injury.
9. Keep dogs on a leash and clean up after dogs.
10. Report any criminal activities or vandalism to Saratoga Springs Police at (801)766-6503
11. Parks available for pavilion rental: Harvest, Neptune, Inlet, Marina, Shay, Sunrise Meadows

Insurance Requirements

For all large scale events involving city support in traffic control, setup, cleanup, use of city equipment, etc., using inflatables, and/or that has more than 300 participants, as determined by staff, must have Liability insurance with a minimum \$2 million dollar per occurrence with a \$2 million dollar aggregate limit naming The City of Saratoga Springs, its officers, employees, and volunteers as additional insured's, plus additional coverage and endorsements depending on the nature of the event. Proof of coverage must be submitted prior to the issuance of a special event permit. The certificate must also state that coverage will not be canceled without 10 days prior written notice to the city.

Inflatable Insurance Requirements

For all events using inflatables, the inflatable vendor must provide proof of liability insurance with \$2 million dollar per occurrence with a \$2 million dollar aggregate limit naming The City of Saratoga Springs, its officers, employees, and volunteers as additional insured's and as a certificate holder, plus additional coverage and endorsements depending on the nature of the event. Proof of coverage and endorsements must be submitted prior to the issuance of a special event permit. The certificate must also state that coverage will not be canceled without 10 days prior written notice to the city.