



# VILLAGE OF SPRINGVILLE



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## Special Event & License Policy 2022

With the increase in the amount of events and the new ideas for them I have had some difficulty deciding who is required to apply for a special event permit or a license. It is not so much which one they need, but more whether they need one or the other or none. I would like to be more consistent in my or our decisions. My intension is to determine criteria for who needs to apply.

First, our Village Code Chapter 110 requires licenses or permits for certain activities. They include;

- (1) Canvassers and solicitors.
- (2) **Carnivals.**
- (3) **Circuses.**
- (4) Garage sales.
- (5) **Parades.**
- (6) Peddlers and hawkers.
- (7) Portable concession stands, whether dealing in food or merchandise.
- (8) **Public meetings, outdoor.**
- (9) **Shows and exhibitions.**
- (10) Roadside stands.
- (11) Flea markets.
- (12) Waste material collectors.

The **BOLD** items are activities that would require a Special Event Permit. The rest will apply through the license application or permit.

### Criteria for a Special Event

1. Use of Public Property. Parks, Streets, Sidewalks, Parking Lots, etc.
2. Special indoor or outdoor set-ups. Using property or buildings in a way that is not its normal or approved use.
3. Uses that would require NYS Building and Fire Safety Code Inspections.
4. Serving of Alcohol by sale or donation in a place that does not have a continuous existing NYS Liquor License.
5. Games of Chance – Gambling.
6. Fireworks – Pyrotechnics.
7. Amusement Rides.

*Exceptions:*

1. Car Wash Fundraisers.
2. Funeral Motorcades or Processions.
3. Backyard Private Parties. Wedding, Graduation, Birthday. No Admission.
4. Government Events. Veterans & Memorial Day Parade and Ceremony.
5. Concert in the Park.
6. Park Rentals.
7. Grand Openings, Ribbon Cutting Ceremony.
8. Chinese Auction or 50/50 associated with another event.

Licenses are a little clearer to determine. Any temporary or mobile type activity that involves the exchange of money will require a license. Examples; Flea Markets, Door to Door Sales, Roadside Stands, Retail in a non-retail building, etc.

Exceptions to the above criteria;

- 1) Kids' lemonade type stands.
- 2) Non-Profit Sales/Fundraisers. Door-to-Door or Stand. Examples;
  - a. Girl Scout Cookies
  - b. Hockey team selling candy bars.
  - c. Volleyball team selling magazines.

Here is a list of activities that we came up with;

**Requires a Special Event Permit;**

- 1) Dairy Fest
- 2) Lawn Fete
- 3) Paint the Streets
- 4) Wendell's or Frolic's Chicken BBQ at St Al's.
- 5) Oktoberfest
- 6) Taste of the South towns
- 7) Gun Show
- 8) Tool Show
- 9) Primitive Craft Show
- 10) Fashion Show BCH-JBR
- 11) SCA Outdoor use of parking area reception and tent.
- 12) Relay for Life
- 13) Pageant of Bands
- 14) Home Coming
- 15) 5K Run/Walk
- 16) Rail to Trail Walk
- 17) Roosa Flea Market
- 18) Farmers Market
- 19) Love INC Reception at Spring Creek Athletics
- 20) Benefit at Fire Hall use of Tents and outside areas.
- 21) Casino Night inside at St Al's
- 22) Outdoor Silent Movie

**Requires a License or Permit;**

1. Sell flowers at Concord Mechanical.
2. Estate Auction
3. Garage Lawn Sales
4. Fowlers selling taffy outside of Wal-Mart
5. Selling Grapefruit at Corner of Waverly and S Cascade

**Requires neither;**

1. Memorial Day
2. Benefit for cancer patient inside at St Al's with a Chinese Auction.
3. Firemen's Chicken BBQ
4. St Al's Fish Fry or Chicken BBQ
5. Concert in the Park (Park Rental)
6. Christian Crusade – Puppet Show (Park Rental)
7. SCA Concert Dances Indoor.
8. SCA Art Shows Indoor
9. Gentner Auction
10. Lamb & Webster Auction
11. Cordelian Club Dance at Fire Hall.
12. Girl Scouts selling cookies outside of Wal-Mart.
13. Easter Egg Hunt at Park. (Park Rental)
14. Wedding Vows in Park. (Park Rental)
15. Tire Sale at Johnson Boys under a Tent.
16. Wedding reception inside St Al's.
17. Funeral Motorcade
18. Funeral Procession
19. Grand Opening of store with ribbon cutting ceremony.
20. Ribbon Cutting ceremony for the Municipal Parking Lot.
21. Selling corn taken from your garden in front of your house.
22. Car Wash to benefit a sports team.
23. Car Wash done by the Buffalo Jill's for local Cheerleaders.

Picketing would require Village Board approval per Section 150-19.

There is probably more? Some of these have licenses some have special events permits and others have none.

Thank You,

Michael Kaleta, CEO