TOWN OF OAKFIELD PARK SPECIAL EVENTS POLICY

I. PURPOSE

The purpose of this policy is to establish procedures and requirements governing special events conducted on Town-owned park property. The Town of Oakfield encourages community events that promote recreation, tourism, and civic engagement while ensuring the protection of Town property, the safety of participants and the public, and compliance with all applicable laws, regulations, insurance requirements, and Town policies.

II. APPLICABILITY

This policy applies to any organization, nonprofit corporation, business, governmental entity, or individual requesting the use of any Town-owned park for a special event.

This policy shall apply to all **Special Events** conducted on Town-owned park property.

The Town Board reserves the right, in its sole discretion, to require compliance with all or any portion of this policy based upon the nature of the event, anticipated attendance, proposed activities, public safety considerations, use of vendors or temporary structures, or any other operational factors the Town Board determines warrant additional review or oversight.

III. DEFINITIONS

For purposes of this policy, the following definition shall apply:

Special Event means any organized activity, gathering, festival, celebration, tournament, exhibition, fundraiser, market, concert, performance, community event, or similar function conducted on Town-owned park property that is **open to, advertised to, or intended for attendance by the general public**.

A **Special Event** includes, but is not limited to, events involving vendors, food service, entertainment, competitions, organized recreational activities, fundraising, or other activities that require coordination beyond the normal use of the park.

A **Special Event does not include** private gatherings that are not open to the general public, including family picnics, birthday parties, graduation parties, wedding receptions, family reunions, or similar private social events conducted solely by invitation of the host.

The Town Board reserves the right to determine whether a proposed activity constitutes a Special Event based upon factors including, but not limited to, anticipated attendance, public advertising, admission fees, vendors, entertainment, traffic impacts, use of temporary structures, or other operational considerations.

IV. APPLICATION REQUIREMENTS

A. Event Reservation Request

Applications for special events shall be submitted to the Town Clerk no fewer than four (4) months prior to the proposed event.

The application shall include a written overview of the proposed event and, at a minimum, identify the following, if applicable:

1. Vendors, exhibitors, and concessionaires;
2. Food and beverage service;
3. Animals or livestock;
4. Musical performances, entertainment, or amplified sound;
5. Tournaments, competitions, races, or organized sporting events;
6. Sports clinics, camps, or instructional activities;
7. Temporary structures, tents, stages, generators, inflatables, or equipment;
8. Carnival rides, amusement devices, or attractions;
9. Alcohol sales or distribution;
10. Planned traffic control, parking, or security measures;
11. Estimated attendance;
12. Any other activity or use proposed as part of the event.

B. Presentation to the Town Board

An authorized representative of the applicant shall appear before the Town Board at a regularly scheduled meeting to present the proposed event, discuss its purpose and operations, and answer questions from the Board.

V. REVIEW OF APPLICATION

The Town Board shall review the proposed event to determine whether it is compatible with the intended use of Town property and whether adequate provisions have been made to protect the health, safety, and welfare of participants and the public.

The Board may request additional information or modifications before authorizing the event.

VI. FINAL EVENT DOCUMENTATION

If the Town Board authorizes the proposed event to move forward, the event organizer shall submit final event documentation no later than thirty (30) days prior to the first day of the event, unless another deadline is established by the Town Board.

Required documentation shall include, as applicable:

1. A completed Town of Oakfield Facility Use Agreement for each vendor, exhibitor, contractor, entertainer, service provider, or participant utilizing Town property;

2. Certificates of insurance meeting Town requirements, including naming the Town of Oakfield as an Additional Insured when required;
3. Executed Hold Harmless and Indemnification Agreements;
4. Copies of all permits, licenses, inspections, or approvals required by any federal, state, county, or local agency;
5. A final list of all vendors, exhibitors, food service providers, entertainers, activities, and attractions;
6. Emergency contact information for the event coordinator;
7. Any additional documentation requested by the Town Board or Town Clerk.

VII. CHANGES TO THE EVENT

No vendor, activity, attraction, entertainment, or event component not included in the final approved documentation may be added after submission without prior approval from the Town Clerk or Town Board, as applicable.

Significant changes to the event may require additional review by the Town Board.

VIII. VENDOR COMPLIANCE

No vendor, exhibitor, contractor, entertainer, or participant shall be permitted to set up or operate within Elroy D. Parkins Park unless all required documentation has been received and approved by the Town.

The event organizer shall be responsible for ensuring that every participant complies with this policy and all Town requirements.

IX. EVENT MONITORING

The Town may designate one or more representatives to monitor activities before, during, and after the event to verify compliance with this policy, the approved event plan, and all applicable laws and regulations.

Failure to cooperate with Town representatives may constitute a violation of this policy.

X. NONCOMPLIANCE

Failure to comply with this policy or any condition imposed by the Town may result in one or more of the following:

1. Removal of unauthorized vendors, activities, attractions, or equipment;
2. Suspension or termination of unauthorized or unsafe activities;
3. Cancellation of the event;
4. Denial of future requests to use Town-owned facilities;
5. Recovery of damages or costs incurred by the Town;
6. Any other remedy authorized by law.

XI. RESERVATION OF RIGHTS

Nothing contained in this policy shall obligate the Town Board to approve any request for use of Elroy D. Parkins Park.

The Town Board reserves the right to approve, deny, modify, or place conditions upon any event application when necessary to protect Town property or to preserve the public health, safety, and welfare.

The Town Board may waive or modify administrative deadlines contained in this policy when doing so is determined to be in the best interests of the Town and such waiver does not compromise public safety or the Town's operational needs.

XII. EFFECTIVE DATE

This policy shall become effective immediately upon adoption by resolution of the Town Board of the Town of Oakfield and shall remain in effect until amended or rescinded by the Town Board.

Adopted: August 11, 2026

Town of Oakfield Park Special Events Checklist

Event: _____ **Event date(s):** _____
Organizer: _____ **Contact phone:** _____

At least four months before the event

☐ Submit a park reservation request to the Town Clerk.
☐ Provide a written event overview and estimated attendance.
☐ Identify all proposed vendors, food service, animals, entertainment, sports activities, temporary structures, inflatables, rides, alcohol, parking, traffic control, and security, as applicable.
☐ Have an authorized representative present the event to the Town Board.
☐ Provide any additional information or changes requested by the Town Board.

After the Town Board authorizes the event to move forward

☐ Confirm any conditions and deadlines established by the Town Board.
☐ Collect a Facility Use Agreement from each vendor, exhibitor, contractor, entertainer, service provider, or other participant using Town property.
☐ Collect an executed Hold Harmless and Indemnification Agreement where required.
☐ Obtain copies of all applicable permits, licenses, inspections, and agency approvals.
☐ Collect required certificates of insurance. **Each certificate must read:**

Town of Oakfield & Successor
3219 Drake St Rd
Oakfield, NY 14125

☐ Confirm that the Town of Oakfield is named as an **Additional Insured** when required.

No later than 30 days before the event.

☐ Submit all required Facility Use Agreements.
☐ Submit all required certificates of insurance and indemnification agreements.
☐ Submit copies of required permits, licenses, inspections, and approvals.
☐ Submit the final list of vendors, exhibitors, food providers, entertainers, activities, and attractions.
☐ Provide emergency contact information for the event coordinator.
☐ Submit any other documentation requested by the Town Board or Town Clerk.

☐ Confirm that the Town has received and approved each participant's required documentation **before that participant sets up or operates**.

If event plans change

☐ Obtain prior approval from the Town Clerk or Town Board, as applicable, before adding a vendor, activity, attraction, entertainer, or other event component.
☐ Submit significant changes to the Town Board for additional review if required.

Event coordinator: _____ **Date:** _____