

## Centerway Square

### 2018 Reservation Policies and Rules

The use of Centerway Square is intended for not-for-profit activities deemed to benefit the community (at the discretion of Corning's Gaffer District and the City of Corning). It is a public square and the general public is always welcome, however your reservation would guarantee that no other event would be scheduled on your approved date and is required to use the stage. Event dates will not be approved if they are within 15 days of a scheduled Gaffer District event.

Centerway Square is available from June 1<sup>st</sup> - November 1<sup>st</sup> (dates other than these will require special consideration). Reservations are limited to no more than one day within a thirty-day period.

Persons reserving Centerway Square must be at least 21 years of age.

Paperwork must be SUBMITTED a minimum of **45** (business) DAYS PRIOR to the event date. (including reservation form, insurance certificate and payment)

Disorderly behavior AND public profanity is not allowed.

Events, activities and performances in Centerway Square must start after 8am and end by 9:30 pm.

Use of Centerway Square may be denied due to past non-compliant history.

The following policies and rules will apply to use of Centerway Square:

Access:

All sidewalks, alley and roadway access to Centerway Square must not be blocked. There is **no parking in the alley or next to the clock tower**. You are permitted to load/unload, but **must move your vehicle as soon as it is loaded/unloaded**.

Alcohol:

Alcohol is **not allowed without a special permit, city approval and accompanying liquor liability insurance** naming the City of Corning and Corning's Gaffer District as additionally insured.

Decoration & Banners, Etc.:

Decorations and banners can be displayed only during the event and must be placed without bolting, screwing, nailing or using damaging adhesives. All decorations, banners, etc. must be completely removed immediately following the event. **Confetti** or confetti-like materials are **not allowed. Entire area must be left in its original condition**. All features in the square can not be moved or altered in any way. Stakes or other objects cannot be placed into or between the bricks. **No burning of candles (wax damages bricks)**

Donations, Solicitations, Registration Monies and Peddling/Vending:

City of Corning ordinance section 158 -9b prohibits vending of food, beverage or commercial items for commercial purposes. **NO** donations, solicitations, registration monies or peddling/vending (e.g., cd's, t-shirts, bumper stickers, etc.) is allowed **without approval of an Event Application** in addition to this form. If your event requires an Event Application, that has to be submitted on your behalf by Corning's Gaffer District to City Hall 90 days prior to the event, as it needs to be scheduled and approved by City Council.

### Electrical & Lighting System:

The Rotary Stage in Centerway Square is equipped with a permanent electrical & clear lighting System. (this may be available for your use depending on staff availability).

### Garbage/Trash:

All groups must pay a \$35 garbage deposit to Corning's Gaffer District. **All waste must be collected and removed by the group.** The deposit will be returned upon inspection of Centerway Square following the event or activity. **Glass containers or candles are not allowed.**

### Insurance:

A current **certificate of insurance is required** showing amount of \$1,000,000 minimum general aggregate liability coverage and \$1,000,000 minimum per occurrence, as well as naming Corning's Gaffer District and the City of Corning as additional insureds.

### Publicity:

All organizations using Centerway Square are responsible for their own publicity. State & local laws prohibit publicity of your event on City of Corning property. You can distribute information about your event to businesses that agree to hang your poster/flyer.

### Restrooms:

Restrooms are available in the Information Center and at the Centerway Parking Garage during their scheduled open hours. Depending on the time of your event, you might need to make **arrangements with Corning's Gaffer District to have the garage restrooms open or arrange for rental portable toilets.**

### Security:

**If required**, security or off-duty police must be provided **at cost to the renter.** Arrangements for security can be made by contacting Corning's Gaffer District.

### Signage:

**NO WIRE/CARBOARD SIGNAGE IS ALLOWED IN THE SQUARE, PARK OR ON CITY STREETS OR CITY PROPERTY** unless a special Event Application has been submitted and approved by City Hall. In addition, all city signage code regulations must be met. **Sandwich board (a-frame type) signs are allowed in the square.** If you have any questions, please contact the Gaffer District or City of Corning Codes Department.

### Sound System:

For speaking engagements, the Rotary Stage in Centerway Square is equipped with a permanent sound system. (rates and availability may vary). Rental sound systems available from Marich Music. The **cost** of operation for a sound system is the **sole responsibility of the renter.** **Bands are required to bring their own sound system.** Any **amplified sound** must be **85 decibels or below.** Only rehearsed or scheduled performances are allowed. **Practice or jam sessions are not allowed.**

### Vehicles:

Display or promotional vehicles **may only be parked with proper brick protection** and by the approval of Corning's Gaffer District.

### Walks:

Any walk utilizing sidewalks within the Gaffer District must have at least 15 days from the last walk that was held in the Gaffer District. We are a business district and cannot impede access to our businesses every weekend. All walks must be completed by 10am (majority of the walkers off the sidewalks) as to not interfere with commerce. Runs cannot take place on the sidewalks - it is too dangerous.

# Complete and return this Centerway Square Reservations Request

Contact Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Cell/Home Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Hours requested: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. (include setup & teardown time)

Number of people planning to attend \_\_\_\_\_

Description of Event (include attachments if necessary): \_\_\_\_\_

## COSTS:

[ ] **EVENTS WITH A BAND OR DJ MUST PAY GAFFER DISTRICT A \$10.00 FEE TO COVER ASCAP, BMI AND/OR SESAC COSTS**

[ ] **\$40.00 (refundable) garbage/trash deposit** must be received by Corning's Gaffer District **30 days prior to event date.**

## Technical Requirements:

[ ] **Square reservation and usage fee** (includes electrical outlet) \$70.00 for one hour \$100.00 for 2 hour maximum - (longer events may require additional fee) **(No refunds within seven days prior to event)**

[ ] **Lighting** (please notify us if you will need stage lighting - fee may apply)

[ ] **Sound/PA System.** Arrangements for a sound system are the sole responsibility of the renter. (See paragraph on previous page)

**Please Return Form and Payment To:**

**Corning's Gaffer District  
114 Pine Street, 2nd Floor  
Corning, NY 14830**

Tel: (607)937-6292, X105, Fax: (607)936-3112  
Email: lin@gafferdistrict.com

Once your reservation has been approved you will receive a confirmation letter.

## SIGN AND RETURN THIS PAGE

### Centerway Square

Waiver of Liability and Indemnity

I/We understand and agree to abide by the policies and rules outlined in the enclosed documents.

I/We agree to recognize and assume all risks pertaining to the use of the Centerway Square.

I/we agree to indemnify and hold harmless the City of Corning and Corning's Gaffer District from and against any claims, damages, loss or expenses of any kind because of property damage or bodily injury, including death arising out of or on account of our use of the Centerway Square, whether such claims, damages, loss or expenses are due in whole or in part to any negligence of those listed or any of their agents, servants, employees or any other person.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_