

CITY OF OSWEGO



AGENDA

Physical Services Committee
Common Council Chambers – City Hall
May 19, 2025
6:30 PM

Roll Call **Shawn Burrridge, Chairman**
Jesse Vanucchi
Shawn Walker
John B. Gosek

Approve minutes of the Monday, May 5, 2025, Committee meeting.

I. Old Business

II. New Business

Authorization

1. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, has received a request to accept the donation of a bench from Donna Doterra in memory of her parents, Arthur and Diane Germain, to be located along West Linear Park.
2. The Office of Economic Development has received a request for use of public space from Amy Nehlsen to host a Teddy Bear Picnic at Breitbeck Park on Thursday, June 19, 2025 from 10:00 a.m. to 11:00 a.m.
3. The Office of Economic Development has received a request for use of public space from Kristy Salvador to host a Hooter Crew Breast Cancer Walk at Breitbeck Park, the Breitbeck Park Pavilion, and the McCrobie Building on Sunday, October 5, 2025 from 11:00 a.m. to 4:00 p.m.
4. The Office of Economic Development has received a request for use of public space from the Oswego Minor Hockey Association to host the OMHA Walk Run at Breitbeck Park on Sunday, June 1, 2025 from 9:00 a.m. to 12:00 p.m.
5. The Office of Economic Development has received a request for use of public space from the Musicians Collective of Oswego County for the Sunset Concert Series to be held at Breitbeck Park throughout Summer 2025.
6. The Oswego City Clerk's Office has received a request for discussion from Branden Matott, proprietor of Nuke City Cab, for use of public space in order to place advertising A-Frame Signs for his business.

[MEET_FOOT]

RESOLUTION:

WHEREAS, the Special Events Committee through the Office of Economic Development has received a request from Amy Nehlsen to host a Teddy Bear Picnic on Thursday, June 19th (rain date: Friday, June 20th), 2025 from 10:00 a.m. (set up time from 9:00 a.m.) - 11:00 a.m., and

WHEREAS, the event organizer is requesting use of public space at Breitbeck Park, and

WHEREAS, the organizer of this event shall file with the City Clerk's Office an Indemnification and Hold Harmless Agreement prior to the use of public space, and, now, therefore be it,

RESOLVED, permission is granted for Amy Nehlsen to host a Teddy Bear Picnic on Thursday, June 19th (rain date: Friday, June 20th), 2025 from 10:00 a.m. (set up time from 9:00 a.m.) - 11:00 a.m., and, be it further,

RESOLVED, permission is granted for use of public space in Breitbeck Park, and, be it finally,

RESOLVED, the organizer of this event shall file with the City Clerk's Office an Indemnification and Hold Harmless Agreement prior to the use of public space.

COMMUNICATION:

RE: Teddy Bear Picnic

Dear Councilors,

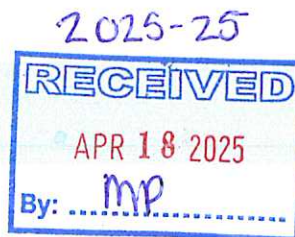
The Special Events Committee through the Office of Economic Development has received a request from Amy Nehlsen to host the annual Teddy Bear Picnic on Thursday, June 19th (rain date: Friday, June 20th), 2025 from 10:00 a.m. (set up time of 9:00 a.m.) - 11:00 a.m.

The event organizer is requesting use of public space in Breitbeck Park.



City of Oswego

SPECIAL EVENT APPLICATION



A \$20 application processing fee is due at the time of submission. Acceptable forms of payment are cash or check. Checks can be made out to the City of Oswego.

Please fill out all areas. Submit completed application with all required documents to the City of Oswego Community Development Office at 44 East Bridge St. or mpeet@oswegony.org. The application must be submitted 60 days before the proposed event, requests for races (5k/10k/half marathon/marathon) must be made 90 days in advance, requests for parades must be submitted 120 days in advance.

Additional permits and fees may be required

REQUIRED EVENT INFORMATION

Name/Title of Event: Teddy Bear Picnic / Music Together with Miss Amy

Event Dates: Thursday June 19 Start Time of Event: 10 am/pm

Event Rain Date: Friday June 20

Setup Time: 9 am/pm Dismantling Time: 11 am/pm

Event Location/Address: Breitbeck Park

Description of Event: Music and Movement with "Miss Amy"
Families on blankets

Applicant Name: Amy Nehlsen Address: 88 S. Pollard Dr.

Phone Number: (717) 701-9603 Fulton, NY 13061

Email to receive essential event communications from the City: mtwithmissamy@gmail.com

Day of Event Emergency Contact Name: Steve Nehlsen

Day of Event Emergency Contact Number: (717) 681-5532

Would you like this event advertised on the City website? Yes ☒ No ☐

If yes, you must provide us with a graphic/poster to be attached with the event

Estimated Number of Participants or Attendees: 50 Number of Staff: 3

Events with 5,000 or more participants or attendees are required to provide an Incident Action Plan

****Event Site Map Must be Attached****

Event Type: Procession/Parade ☐ Public Assembly ☐ Organized Competitive Event ☐

Festival ☐ Run/Walk/Race ☐ Community Celebration ☒ Block Party ☐ Other: _____

Will your event allow alcoholic beverages? Yes ☐ No ☒

**Chapter 59 of City of Oswego Code

**Open Container Waiver of Resolution

NO fireworks for this event per email 4/28/25



City of Oswego

SPECIAL EVENT APPLICATION

REQUESTED FEE SERVICES

Veterans Stage ☐

Payable to DPW

\$75 flat fee per day

Bandstand ☐

Payable to DPW

\$500 flat fee per day, \$250/day for non-profit organizations

Trash Removal (after events) ☐

1-10 Trash Cans | \$400.00/day

11-20 Trash Cans | \$550.00/day

21-30 Trash Cans | \$700.00/day

Marina Pavilion Rental ☐

\$100 flat fee per day

Pay online at rentals.oswegony.org prior to submitting application.

Marina Pavilion

Rental Confirmation #: _____

Breitbeck Pavilion Rental ☐

\$100 flat fee per day

Pay online at rentals.oswegony.org prior to submitting application.

Breitbeck Pavilion

Rental Confirmation #: _____

ROAD CLOSURE - \$150 fee Payable to the City Clerk's Office

Does the proposed special event require road closures? Yes ☐ No ☒

If yes, you **MUST** list requested road closures & attach a map for the application to be considered.

The Special Events Committee will review this application with the Oswego Department of Public Works and the Oswego Police Department for guidance and discretionary review and modifications to ensure safety (and traffic flow as applicable) for the proposed event.

USE OF PUBLIC SPACE OPTIONS

The approval for use of public space grants permission for gatherings in public owned areas but does **NOT** grant exclusive use of public space.

Breitbeck Park ☒ Washington Park ☐ Franklin Square (West Park) ☐ Oak Hill Park ☐

Linear Park East ☐ Linear Park West ☐ Montcalm Park ☐ Hamilton Park ☐

Veterans Memorial Park/Veterans Stage ☐ Linear Park West ☐ Civic Plaza ☐

McCrobie Building ☐ Cahill Pier ☐ East 10 1/2 Street Park ☐

Does the proposed special event involve water related activities involving the Oswego River and/or Oswego Harbor? Yes ☐ No ☒

Please describe: _____

EVENT PLAN

NO propane or gas for this event
Per email 4/28*



City of Oswego

SPECIAL EVENT APPLICATION

EVENT PLAN CONTINUED

Will you have **vendors or concessions**? Please specify: No

Will you have any food trucks at your event? Please specify: No

STAKING IS STRICTLY PROHIBITED on City of Oswego property without prior permission and without contacting UDIG. Do you anticipate any staking at your event? Yes ☐ No ☐

SOUND AMPLIFICATION

****Chapter 165 of City of Oswego Code**

Sound Check prior to event: start time: _____ am/pm finish time: _____ am/pm

Musical Act start time: _____ am/pm finish time: _____ am/pm

Please describe the sound equipment that will be used for your event: _____

Name of Sound/Production Company: _____

Address: _____

Company contact number for day of event: _____

ELECTRICAL SERVICES

Will your event require electrical services/generators? Yes ☐ No ☐
Including outlets | \$100/day fee per generator

If yes, you **MUST** include number of amps, number of outlets, and type of outlet that you require.

The Special Events Committee will review this application with the Oswego Department of Public Works for guidance and discretionary review and modifications to ensure safety for the proposed event.

SANITATION

Portable and/or Permanent Toilet Facilities

Delivery Date: ____/____/____ Time: _____ am/pm

Pick-up Date: ____/____/____ Time: _____ am/pm

Number of portable toilets: _____ Number of ADA Accessible toilets: _____

Name of portable toilet vendor: _____

Number of permanent toilet facilities: _____



City of Oswego

SPECIAL EVENT APPLICATION

GARBAGE

Does your event require trash cans from the Department of Public Works? Yes ☐ No ☒

Clean-up Date: ____/____/____ Time: ____ am/pm

****PLEASE NOTE: You must properly dispose of waste and garbage throughout the term of your event, and the area must be returned to a clean condition immediately upon conclusion of the event. The City of Oswego does not provide cleaning or street sweeping services.**

SAFETY & SECURITY

MEDICAL SERVICES:

Your event must meet the requirements of NYS Part 18.

****Contact Oswego FD for questions and coordination at 315-343-2161****

SECURITY:

****This area requires approval of the Oswego Police Dept.****

Are you requesting a police escort for your event? Yes ☐ No ☒

Does your event require assistance from the Oswego Police Department for staffing? Yes ☐ No ☒

If yes, please describe what you are requesting from OPD: _____

If no, are you providing private security? Yes ☒ No ☒

If yes, security provided by the applicant for the special event must be in coordination with the Oswego Police Department. Please explain the proposed security measures: _____

The Special Events Committee will review this application with the Oswego Police Department for guidance and will provide discretionary review and modifications to ensure security and safety based on the proposed event.

FIRE SAFETY:

****This area requires approval of the Oswego Fire Dept.****

Does your event require assistance from the Oswego Fire Department? Yes ☐ No ☒

If yes, please explain why: No fireworks, no gas, no propane

The Special Events Committee will review this application with the Oswego Fire Department for guidance and discretionary review and modifications to ensure fire safety (and water safety as applicable) for the proposed event.

Disclaimer: I certify the information contained in the application is true to the best of my

knowledge. I understand that the City of Oswego reserves the right to cancel my event if the

Mrs. Amy Irene Nehlsen 4/18/2025

RESOLUTION:

WHEREAS, the Special Events Committee through the Office of Economic Development has received a request from Kristy Salvador to host the Hooter Crew Breast Cancer Walk on October 5, 2025 from 11:00 a.m. - 4:00 p.m. (set up beginning at 8:00 a.m.), and

WHEREAS, the event organizer is requesting use of public space at Breitbeck Park, and

WHEREAS, the event organizer is requesting use of public space at the Breitbeck Park Pavilion, and

WHEREAS, the event organizer is requesting use of public space in the McCrobie Building, and

WHEREAS, the Breitbeck Pavilion fee will be waived for this event, and

WHEREAS, the Special Event Application fee will be waived for this event, and

WHEREAS, the organizer of this event shall file with the City Clerk's Office an Indemnification and Hold Harmless Agreement prior to the use of public space, and, now, therefore be it,

RESOLVED, permission is granted for Kristy Salvador to host the Hooter Crew Breast Cancer Walk on October 5, 2025 from 11:00 a.m. - 4:00 p.m. (set up beginning at 8:00 a.m.), and, be it further,

RESOLVED, permission is granted for use of public space in Breitbeck Park, and, be it further,

RESOLVED, permission is granted for use of public space at the Breitbeck Pavilion, and, be it further,

RESOLVED, permission is granted for use of public space at the McCrobie Building, and, be it further,

RESOLVED, the Breitbeck Pavilion fee will be waived for this event, and, be it further,

RESOLVED, the Special Event Application fee will be waived for this event, and, be it finally,

RESOLVED, the organizer of this event shall file with the City Clerk's Office an Indemnification and Hold Harmless Agreement prior to the use of public space.

COMMUNICATION:

RE: Hooter Crew Breast Cancer Walk

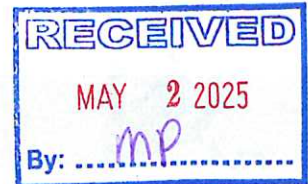
Dear Councilors,

The Special Events Committee through the Office of Economic Development has received a request from Kristy Salvador to host the Hooter Crew Breast Cancer Walk on October 5, 2025 from 11:00 a.m. - 4:00 p.m. (set up beginning at 8:00 a.m.)

The event organizers are requesting use of Public Space in Breitbeck Park, the Breitbeck Park Pavilion, and use of the McCrobie Building in the event of rain.



City of Oswego



SPECIAL EVENT APPLICATION

A \$20 application processing fee is due at the time of submission. Acceptable forms of payment are cash or check. Checks can be made out to the City of Oswego.

Please fill out all areas. Submit completed application with all required documents to the City of Oswego Community Development Office at **44 East Bridge St. or mpeet@oswegony.org**. The application must be submitted 60 days before the proposed event, requests for races (5k/10k/half marathon/marathon) must be made 90 days in advance, requests for parades must be submitted 120 days in advance.

Additional permits and fees may be required

REQUIRED EVENT INFORMATION

Name/Title of Event: Hester New Breast Cancer Walk/event

Event Dates: 10 - 5 - 2025 Start Time of Event: 11:00 am/pm

Event Rain Date:

Setup Time: 8:00 am/pm Dismantling Time: 4:00 am/pm

Event Location/Address: Breithaupt Park & Pavilion

Description of Event: There will be community resources w/ tables, vendors. This event is for community individuals who are or have been affected by breast cancer. This is also a fund raiser to benefit the Saint Agatha Foundation

Applicant Name: Kristy Salvador Address: 147 E. Albany St

Phone Number: 315 402-6233 Oswego NY 13126

Email to receive essential event communications from the City: KOSweg@aol.com

Day of Event Emergency Contact Name: Kristy Salvador

Day of Event Emergency Contact Number: 315 402-6233

Would you like this event advertised on the City website? Yes ☒ No ☐ absolutely!

If yes, you must provide us with a graphic/poster to be attached with the event Will provide at a later date

Estimated Number of Participants or Attendees: 100-150 Number of Staff: 5 volunteers (main) w/ additional volunteers

Events with 5,000 or more participants or attendees are required to provide an Incident Action Plan

****Event Site Map Must be Attached****

Event Type: Procession/Parade ☐ Public Assembly ☐ Organized Competitive Event ☐

Festival ☐ Run/Walk/Race ☒ Community Celebration ☐ Block Party ☐ Other:

Will your event allow alcoholic beverages? Yes ☐ No ☒

**Chapter 59 of City of Oswego Code

**Open Container Waiver of Resolution

• If yes, will you be selling alcohol? Yes ☐ No ☒

Are you planning a firework display or Pyrotechnics? Yes ☐ No ☒

• If yes, firework permit is required

**NYS Penal Law, Article 405.00



City of Oswego

SPECIAL EVENT APPLICATION

REQUESTED FEE SERVICES

Veterans Stage ☐

Payable to DPW
\$75 flat fee per day

Bandstand ☐

Payable to DPW
\$500 flat fee per day, \$250/day for
non-profit organizations

Trash Removal (after events) ☒

1-10 Trash Cans | \$400.00/day - asked for trash
11-20 Trash Cans | \$550.00/day removed fee to
21-30 Trash Cans | \$700.00/day be waived for
event

Marina Pavilion Rental ☐

\$100 flat fee per day
Pay online at rentals.oswegony.org
prior to submitting application.

Marina Pavilion
Rental Confirmation #: _____

Breitbeck Pavilion Rental ☒

\$100 flat fee per day
Pay online at rentals.oswegony.org
prior to submitting application.

Breitbeck Pavilion
Rental Confirmation #: _____

ROAD CLOSURE - \$150 fee Payable to the City Clerk's Office

Does the proposed special event require road closures? Yes ☐ No ☒

If yes, you **MUST** list requested road closures & attach a map for the application to be considered.

The Special Events Committee will review this application with the Oswego Department of Public Works and the Oswego Police Department for guidance and discretionary review and modifications to ensure safety (and traffic flow as applicable) for the proposed event.

USE OF PUBLIC SPACE OPTIONS

The approval for use of public space grants permission for gatherings in public owned areas but does **NOT** grant exclusive use of public space.

Breitbeck Park ☒ Washington Park ☐ Franklin Square (West Park) ☐ Oak Hill Park ☐

Linear Park East ☐ Linear Park West ☐ Montcalm Park ☐ Hamilton Park ☐

Veterans Memorial Park/Veterans Stage ☐ Linear Park West ☐ Civic Plaza ☐

McCrobie Building ☒ Cahill Pier ☐ East 10 1/2 Street Park ☐

Does the proposed special event involve water related activities involving the Oswego River and/or Oswego Harbor? Yes ☐ No ☐

Please describe we would like to have the option of using

the McCrobie Building if the weather is horrible. We
would notify the City a few days before the event if we will
need the building

EVENT PLAN

Will there be any gas (including propane) on site of your event? Yes ☐ No ☒

If yes, you must obtain a propane permit (\$50 fee) from City Code Enforcement located on the 3rd floor of City Hall more than 2 weeks in advance of your event



City of Oswego

SPECIAL EVENT APPLICATION

EVENT PLAN CONTINUED

Will you have **vendors or concessions**? Please specify: The will be community resources
telling for event. There may also be other vendors selling items

Will you have any food trucks at your event? Please specify: Possibly. Once date
has been secure we will line up a food truck.

STAKING IS STRICTLY PROHIBITED on City of Oswego property without prior permission and without contacting UDIG. Do you anticipate any staking at your event? Yes ☐ No ☒

SOUND AMPLIFICATION

**Chapter 165 of City of Oswego Code

Sound Check prior to event: start time: _____ am/pm finish time: _____ am/pm

Musical Act start time: _____ am/pm finish time: _____ am/pm

Please describe the sound equipment that will be used for your event: _____

Name of Sound/Production Company: _____

Address: _____

Company contact number for day of event: _____

ELECTRICAL SERVICES

Will your event require electrical services/generators? Yes ☐ No ☒

Including outlets | \$100/day fee per generator

If yes, you **MUST** include number of amps, number of outlets, and type of outlet that you require.

The Special Events Committee will review this application with the Oswego Department of Public Works for guidance and discretionary review and modifications to ensure safety for the proposed event.

SANITATION

Portable and/or Permanent Toilet Facilities

Delivery Date: ____/____/____ Time: _____ am/pm

Pick-up Date: ____/____/____ Time: _____ am/pm

Number of portable toilets: _____ Number of ADA Accessible toilets: _____

Name of portable toilet vendor: _____

Number of permanent toilet facilities: _____

If you have a plan for using permanent toilet facilities please list the location of these facilities:
Request for the park's bathrooms to be opened for the
event.



City of Oswego

SPECIAL EVENT APPLICATION

GARBAGE

Does your event require trash cans from the Department of Public Works? Yes ☒ No ☐

Clean-up Date: 10/15/25 Time: 4:00 am/pm pm *asking for garbage cans and trash removal for event.*

****PLEASE NOTE: You must properly dispose of waste and garbage throughout the term of your event, and the area must be returned to a clean condition immediately upon conclusion of the event.**

The City of Oswego does not provide cleaning or street sweeping services.

SAFETY & SECURITY

MEDICAL SERVICES:

Your event must meet the requirements of NYS Part 18.

****Contact Oswego FD for questions and coordination at 315-343-2161****

SECURITY:

****This area requires approval of the Oswego Police Dept.****

Are you requesting a police escort for your event? Yes ☐ No ☒

Does your event require assistance from the Oswego Police Department for staffing? Yes ☐ No ☒

If yes, please describe what you are requesting from OPD: _____

If no, are you providing private security? Yes ☐ No ☒

If yes, security provided by the applicant for the special event must be in coordination with the Oswego Police Department. Please explain the proposed security measures: _____

The Special Events Committee will review this application with the Oswego Police Department for guidance and will provide discretionary review and modifications to ensure security and safety based on the proposed event.

FIRE SAFETY:

****This area requires approval of the Oswego Fire Dept.****

Does your event require assistance from the Oswego Fire Department? Yes ☐ No ☒

If yes, please explain why: _____

The Special Events Committee will review this application with the Oswego Fire Department for guidance and discretionary review and modifications to ensure fire safety (and water safety as applicable) for the proposed event.

Disclaimer: I certify the information contained in the application is true to the best of my abilities. I understand that the City of Oswego reserves the right to cancel my event if the Special Events Committee deems it necessary.

Signature of applicant: Kristy Salvador Date: 5-1-25

RESOLUTION:

WHEREAS, the Special Events Committee through the Office of Economic Development has received a request from the Oswego Minor Hockey Association to host the OMHA Walk Run on June 1, 2025 from 9:00 a.m. (set up beginning at 8:00 a.m.) to 12:00 p.m., and

WHEREAS, the event organizers are requesting use of public space in Breitbeck Park, and

WHEREAS, the event organizer shall provide the City Clerk's Office with a Certificate of Liability Insurance in the amount of \$1,000,000 minimum, listing the City of Oswego as an additional insured, now, therefore be it,

RESOLVED, permission is granted for the Oswego Minor Hockey Association to host the OMHA Walk Run on June 1, 2025 from 9:00 a.m. (set up beginning at 8:00 a.m.) to 12:00 p.m., and, be it further,

RESOLVED, permission is granted for use of public space in Breitbeck Park, and, be it further,

RESOLVED, the event organizer shall provide the City Clerk's Office with a Certificate of Liability Insurance in the amount of \$1,000,000 minimum, listing the City of Oswego as an additional insured.

COMMUNICATION:

RE: OMHA Walk Run

Dear Councilors,

The Special Events Committee through the Office of Economic Development has received a request from the Oswego Minor Hockey Association to host the OMHA Walk Run on June 1, 2025 from 9:00 a.m. (set up beginning at 8:00 a.m.) to 12:00 p.m.

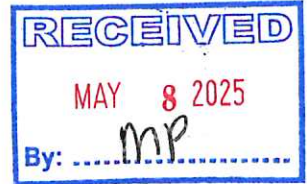
The event organizers are requesting use of public space at Breitbeck Park.



City of Oswego

SPECIAL EVENT APPLICATION

2025-29



A \$20 application processing fee is due at the time of submission. Acceptable forms of payment are cash or check. Checks can be made out to the City of Oswego.

Please fill out all areas. Submit completed application with all required documents to the City of Oswego Community Development Office at **44 East Bridge St. or mpeet@oswegony.org**. The application must be submitted 60 days before the proposed event, requests for races (5k/10k/half marathon/marathon) must be made 90 days in advance, requests for parades must be submitted 120 days in advance.

Additional permits and fees may be required

REQUIRED EVENT INFORMATION

Name/Title of Event: OMHA Walk Run

Event Dates: June 1, 2025 Start Time of Event: 9:00 am am/pm

Event Rain Date: N/A

Setup Time: 8:00 AM am/pm Dismantling Time: 12:00 PM am/pm

Event Location/Address: Breitbeck Park Pavillion

Description of Event: Group gathering to walk/run together as a fundraiser for Oswego Minor Hockey

Applicant Name: Matt Haynes Address: 387 Dutch Ridge Rd Oswego, NY

Phone Number: 13126

Email to receive essential event communications from the City: OMHA5k@yahoo.com

Day of Event Emergency Contact Name: Matt Haynes

Day of Event Emergency Contact Number: 315-529-9617

Would you like this event advertised on the City website? Yes ☐ No ☒

If yes, you must provide us with a graphic/poster to be attached with the event

Estimated Number of Participants or Attendees: 100 Number of Staff: 5-10

Events with 5,000 or more participants or attendees are required to provide an Incident Action Plan

****Event Site Map Must be Attached****

Event Type: Procession/Parade ☐ Public Assembly ☐ Organized Competitive Event ☐

Festival ☐ Run/Walk/Race ☒ Community Celebration ☐ Block Party ☐ Other: _____

Will your event allow alcoholic beverages? Yes ☐ No ☒

****Chapter 59 of City of Oswego Code**

****Open Container Waiver of Resolution**

• If yes, will you be selling alcohol? Yes ☐ No ☒

Are you planning a firework display or Pyrotechnics? Yes ☐ No ☒

• If yes, firework permit is required

****NYS Penal Law, Article 405.00**



City of Oswego

SPECIAL EVENT APPLICATION

REQUESTED FEE SERVICES

Veterans Stage ☐
Payable to DPW
\$75 flat fee per day

Bandstand ☐
Payable to DPW
\$500 flat fee per day, \$250/day for
non-profit organizations

Trash Removal (after events) ☐
1-10 Trash Cans | \$400.00/day
11-20 Trash Cans | \$550.00/day
21-30 Trash Cans | \$700.00/day

Marina Pavilion Rental ☐
\$100 flat fee per day
Pay online at rentals.oswegony.org
prior to submitting application.

Marina Pavilion
Rental Confirmation #: _____

Breitbeck Pavilion Rental ☒
\$100 flat fee per day
Pay online at rentals.oswegony.org
prior to submitting application.

Breitbeck Pavilion
Rental Confirmation #: 1762 - per email 5/17

ROAD CLOSURE - \$150 fee Payable to the City Clerk's Office

Does the proposed special event require road closures? Yes ☐ No ☒

If yes, you **MUST** list requested road closures & attach a map for the application to be considered.

The Special Events Committee will review this application with the Oswego Department of Public Works and the Oswego Police Department for guidance and discretionary review and modifications to ensure safety (and traffic flow as applicable) for the proposed event.

USE OF PUBLIC SPACE OPTIONS

The approval for use of public space grants permission for gatherings in public owned areas but does **NOT** grant exclusive use of public space.

Breitbeck Park ☐ Washington Park ☐ Franklin Square (West Park) ☐ Oak Hill Park ☐

Linear Park East ☐ Linear Park West ☐ Montcalm Park ☐ Hamilton Park ☐

Veterans Memorial Park/Veterans Stage ☐ Linear Park West ☐ Civic Plaza ☐

McCrobie Building ☐ Cahill Pier ☐ East 10 1/2 Street Park ☐

Does the proposed special event involve water related activities involving the Oswego River and/or Oswego Harbor? Yes ☐ No ☒

Please describe: _____

EVENT PLAN

Will there be any gas (including propane) on site of your event? Yes ☐ No ☒

If yes, you must obtain a propane permit (\$50 fee) from City Code Enforcement located on the 3rd floor of City Hall more than 2 weeks in advance of your event



City of Oswego

SPECIAL EVENT APPLICATION

EVENT PLAN CONTINUED

Will you have **vendors or concessions**? Please specify: No

Will you have any food trucks at your event? Please specify: No

STAKING IS STRICTLY PROHIBITED on City of Oswego property without prior permission and without contacting UDIG. Do you anticipate any staking at your event? Yes ☐ No ☒

SOUND AMPLIFICATION

****Chapter 165 of City of Oswego Code**

Sound Check prior to event: start time: _____ am/pm finish time: _____ am/pm

Musical Act start time: _____ am/pm finish time: _____ am/pm

Please describe the sound equipment that will be used for your event: N/A

Name of Sound/Production Company: _____

Address: _____

Company contact number for day of event: _____

ELECTRICAL SERVICES

Will your event require electrical services/generators? Yes ☐ No ☒

Including outlets | \$100/day fee per generator

If yes, you **MUST** include number of amps, number of outlets, and type of outlet that you require.

The Special Events Committee will review this application with the Oswego Department of Public Works for guidance and discretionary review and modifications to ensure safety for the proposed event.

SANITATION

Portable and/or Permanent Toilet Facilities

Delivery Date: ____/____/____ Time: _____ am/pm

Pick-up Date: ____/____/____ Time: _____ am/pm

Number of portable toilets: _____ Number of ADA Accessible toilets: _____

Name of portable toilet vendor: _____

Number of permanent toilet facilities: _____

If you have a plan for using permanent toilet facilities please list the location of these facilities:



City of Oswego

SPECIAL EVENT APPLICATION

GARBAGE

Does your event require trash cans from the Department of Public Works? Yes ☐ No ☒

Clean-up Date: ____/____/____ Time: ____ am/pm

****PLEASE NOTE: You must properly dispose of waste and garbage throughout the term of your event, and the area must be returned to a clean condition immediately upon conclusion of the event. The City of Oswego does not provide cleaning or street sweeping services.**

SAFETY & SECURITY

MEDICAL SERVICES:

Your event must meet the requirements of NYS Part 18.

****Contact Oswego FD for questions and coordination at 315-343-2161****

SECURITY:

****This area requires approval of the Oswego Police Dept.****

Are you requesting a police escort for your event? Yes ☐ No ☒

Does your event require assistance from the Oswego Police Department for staffing? Yes ☐ No ☒

If yes, please describe what you are requesting from OPD: _____

If no, are you providing private security? Yes ☐ No ☒

If yes, security provided by the applicant for the special event must be in coordination with the Oswego Police Department. Please explain the proposed security measures: _____

The Special Events Committee will review this application with the Oswego Police Department for guidance and will provide discretionary review and modifications to ensure security and safety based on the proposed event.

FIRE SAFETY:

****This area requires approval of the Oswego Fire Dept.****

Does your event require assistance from the Oswego Fire Department? Yes ☐ No ☒

If yes, please explain why: _____

The Special Events Committee will review this application with the Oswego Fire Department for guidance and discretionary review and modifications to ensure fire safety (and water safety as applicable) for the proposed event.

Disclaimer: I certify the information contained in the application is true to the best of my abilities. I understand that the City of Oswego reserves the right to cancel my event if the Special Events Committee deems it necessary.

Signature of applicant: Matthew C. Hay Date: 5/6/2025



RESOLUTION:

WHEREAS, the Office of Economic Development has received a request from the Musicians Collective of Oswego County to host the Sunset Concert Series at Breitbeck Park on the following Wednesdays: June 25th, July 2nd, July 9th, July 16th, July 30th (7:30 p.m. - 8:45 p.m.), August 6th, August 13th, and August 20th (7:00p.m. - 8:15p.m.), and

WHEREAS, the event organizers are requesting use of public space at Breitbeck Park, and

WHEREAS, the event organizers are requesting a waiver of the Noise Ordinance, and

WHEREAS, the Breitbeck Pavilion fee will be waived for this event, and

WHEREAS, the Special Event Application Fee will be waived for this event, and

WHEREAS, the event organizers are requesting use of electrical services from the Department of Public Works, and

WHEREAS, the organizer of this event shall file with the City Clerk's Office an Indemnification and Hold Harmless Agreement prior to the use of public space, and, now, therefore be it,

RESOLVED, permission is granted for the Musicians Collective of Oswego County to host the Sunset Concert Series at Breitbeck Park on the following Wednesdays: June 25th, July 2nd, July 9th, July 16th, July 30th (7:30 p.m. - 8:45 p.m.), August 6th, August 13th, and August 20th (7:00p.m. - 8:15p.m.), and, be it further,

RESOLVED, permission is granted for use of public space at Breitbeck Park, and, be it further,

RESOLVED, the Breitbeck Pavilion fee will be waived for this event, and, be it further,

RESOLVED, the Special Event Application Fee will be waived for this event, and, be it further,

RESOLVED, permission is granted for a waiver of the Noise Ordinance, and, be it further,

RESOLVED, permission is granted for use of electrical services from the Department of Public Works, and, be it finally,

RESOLVED, the organizer of this event shall file with the City Clerk's Office an Indemnification and Hold Harmless Agreement prior to the use of public space.

COMMUNICATION:

RE: Sunset Concert Series

Dear Councilors,

The Office of Economic Development has received a request from the Musicians Collective of Oswego County to host the Sunset Concert Series at Breitbeck park on the following Wednesdays: June 25th, July 2nd, July 9th, July 16th, July 30th (7:30 p.m. - 8:45 p.m.), August 6th, August 13th, and August 20th (7:00p.m. - 8:15p.m.). The event is requesting use of Public Space in Breitbeck Park.

The event is requesting a waiver of the Noise Ordinance. The event organizers are requesting electrical services from the Department of Public Works.



2025-28
City of Oswego



SPECIAL EVENT APPLICATION

A \$20 application processing fee is due at the time of submission. Acceptable forms of payment are cash or check. Checks can be made out to the City of Oswego.

Please fill out all areas. Submit completed application with all required documents to the City of Oswego Community Development Office at **44 East Bridge St. or mpeet@oswegony.org**. The application must be submitted 60 days before the proposed event, requests for races (5k/10k/half marathon/marathon) must be made 90 days in advance, requests for parades must be submitted 120 days in advance.

Additional permits and fees may be required

REQUIRED EVENT INFORMATION

Name/Title of Event: SUMMER SUNSET CONCERT SERIES → per email 5/6/25

Event Dates: 6/25/25, 7/2, 7/9, 7/16, 7/30, 8/6, 8/13, 8/20 Start Time of Event: 7:30 - June 7:30 - August am/pm

Event Rain Date: 6/25/25 - will use pavilion 7:00 - august

Setup Time: 6:30 am/pm Dismantling Time: 8:45 am/pm

Event Location/Address: BREITBECK PARK

Description of Event: CONCERT WITH CLASSICAL, POPULAR, AND SHOW TUNES FOR ONE HOUR ON WEDNESDAY NIGHTS

Applicant Name: Musicians Collective of Os Co Address: 5326 State Route 3, Mexico

Phone Number: 315-447-7262

Email to receive essential event communications from the City: annette.hulbert@oswegocounty.co

Day of Event Emergency Contact Name: Annette Hulbert

Day of Event Emergency Contact Number: 315-447-7262

Would you like this event advertised on the City website? Yes ☒ No ☐

If yes, you must provide us with a graphic/poster to be attached with the event

Estimated Number of Participants or Attendees: 100 Number of Staff: 32

Events with 5,000 or more participants or attendees are required to provide an Incident Action Plan

****Event Site Map Must be Attached****

Event Type: Procession/Parade ☐ Public Assembly ☒ Organized Competitive Event ☐

Festival ☐ Run/Walk/Race ☐ Community Celebration ☐ Block Party ☐ Other: _____

Will your event allow alcoholic beverages? Yes ☐ No ☒

****Chapter 59 of City of Oswego Code**

****Open Container Waiver of Resolution**

• If yes, will you be selling alcohol? Yes ☐ No ☒

Are you planning a firework display or Pyrotechnics? Yes ☐ No ☒

• If yes, firework permit is required

****NYS Penal Law, Article 405.00**



City of Oswego

SPECIAL EVENT APPLICATION

REQUESTED FEE SERVICES

Veterans Stage ☐
Payable to DPW
\$75 flat fee per day

Bandstand ☐
Payable to DPW
\$500 flat fee per day, \$250/day for
non-profit organizations

Trash Removal (after events) ☐
1-10 Trash Cans | \$400.00/day
11-20 Trash Cans | \$550.00/day
21-30 Trash Cans | \$700.00/day

Marina Pavilion Rental ☐
\$100 flat fee per day
Pay online at rentals.oswegony.org
prior to submitting application.

Marina Pavilion
Rental Confirmation #: _____

Breitbeck Pavilion Rental ☒
\$100 flat fee per day
Pay online at rentals.oswegony.org
prior to submitting application.

Breitbeck Pavilion
Rental Confirmation #: IT blocking out

ROAD CLOSURE - \$150 fee Payable to the City Clerk's Office

Does the proposed special event require road closures? Yes ☐ No ☒

If yes, you **MUST** list requested road closures & attach a map for the application to be considered.

The Special Events Committee will review this application with the Oswego Department of Public Works and the Oswego Police Department for guidance and discretionary review and modifications to ensure safety (and traffic flow as applicable) for the proposed event.

USE OF PUBLIC SPACE OPTIONS

The approval for use of public space grants permission for gatherings in public owned areas but does **NOT** grant exclusive use of public space.

Breitbeck Park ☒ Washington Park ☐ Franklin Square (West Park) ☐ Oak Hill Park ☐

Linear Park East ☐ Linear Park West ☐ Montcalm Park ☐ Hamilton Park ☐

Veterans Memorial Park/Veterans Stage ☐ Linear Park West ☐ Civic Plaza ☐

McCrobie Building ☐ Cahill Pier ☐ East 10 1/2 Street Park ☐

Does the proposed special event involve water related activities involving the Oswego River and/or Oswego Harbor? Yes ☐ No ☒

Please describe: _____

EVENT PLAN

Will there be any gas (including propane) on site of your event? Yes ☐ No ☒

If yes, you must obtain a propane permit (\$50 fee) from City Code Enforcement located on the 3rd floor of City Hall more than 2 weeks in advance of your event



City of Oswego

SPECIAL EVENT APPLICATION

EVENT PLAN CONTINUED

Will you have **vendors or concessions**? Please specify: No

Will you have any food trucks at your event? Please specify: No

STAKING IS STRICTLY PROHIBITED on City of Oswego property without prior permission and without contacting UDIG. Do you anticipate any staking at your event? Yes ☐ No ☒

SOUND AMPLIFICATION

****Chapter 165 of City of Oswego Code**

Sound Check prior to event: start time: 7:00 am/pm finish time: 7:15 am/pm

Musical Act start time: 7:30 am/pm finish time: 8:30 am/pm

Please describe the sound equipment that will be used for your event: Two speakers and two microphones.

Name of Sound/Production Company: Trevor Jorgensen (conductor)

Address: _____

Company contact number for day of event: 315-532-7338

ELECTRICAL SERVICES

Will your event require electrical services/generators? Yes ☒ No ☐
Including outlets | \$100/day fee per generator

If yes, you **MUST** include number of amps, number of outlets, and type of outlet that you require.
Electrical from the Pavilion for the two speakers and microphones.

The Special Events Committee will review this application with the Oswego Department of Public Works for guidance and discretionary review and modifications to ensure safety for the proposed event.

SANITATION

Portable and/or Permanent Toilet Facilities

Delivery Date: ____/____/____ Time: ____ am/pm

Pick-up Date: ____/____/____ Time: ____ am/pm

Number of portable toilets: ____ Number of ADA Accessible toilets: ____

Name of portable toilet vendor: _____

Number of permanent toilet facilities: ____

If you have a plan for using permanent toilet facilities please list the location of these facilities:
The Pavilion



City of Oswego

SPECIAL EVENT APPLICATION

GARBAGE

Does your event require trash cans from the Department of Public Works? Yes ☐ No ☒

Clean-up Date: ____/____/____ Time: ____ am/pm

****PLEASE NOTE: You must properly dispose of waste and garbage throughout the term of your event, and the area must be returned to a clean condition immediately upon conclusion of the event. The City of Oswego does not provide cleaning or street sweeping services.**

SAFETY & SECURITY

MEDICAL SERVICES:

Your event must meet the requirements of NYS Part 18.

****Contact Oswego FD for questions and coordination at 315-343-2161****

SECURITY:

****This area requires approval of the Oswego Police Dept.****

Are you requesting a police escort for your event? Yes ☐ No ☒

Does your event require assistance from the Oswego Police Department for staffing? Yes ☐ No ☒

If yes, please describe what you are requesting from OPD: _____

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If yes, please explain why: _____

The Special Events Committee will review this application with the Oswego Fire Department for guidance and discretionary review and modifications to ensure fire safety (and water safety as applicable) for the proposed event.

Disclaimer: I certify the information contained in the application is true to the best of my abilities. I understand that the City of Oswego reserves the right to cancel my event if the Special Events Committee deems it necessary.

Signature of applicant: Annette Hulbert

Digitally signed by Annette Hulbert
Date: 2025.05.05 17:16:06 -04'00'

Date: _____

RESOLUTION:

COMMUNICATION:

Branden Matott, owner of Nuke City Cab, in the city of Oswego requests discussion regarding the placement of several A-Frame signs in order to advertise his business.