



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Open-Air Cultural Event License Instructions

**Overview:** This license is required for outdoor cultural events sponsored by a nonprofit organization to display and/or sell paintings, jewelry, handicraft, etc. The license ensures the event operates in accordance with the law and does not endanger citizens' health, safety, and welfare. It also ensures police and fire personnel have been notified of the event. For more information, [click here to read the Ordinance](#).

### Application Contents:

- License Requirements
- Application Checklist
- Submittal Instructions
- Open-Air Cultural Event License Application, pages 2 to 3

### License Requirements:

- The license must be issued per event. Each event must have its own application.
- The application must be submitted at least 14 days before the event.
- A City review must be conducted before the license is issued.
- Premises must comply with all laws, ordinances, and regulations to protect public health and safety. The applicant must keep good order and sufficient police force, at their expense, at the premise during the event.
- The applicant must ensure proper exits and keep passageways and stairs from such exits adequately lit.
- All outdoor entertainment must cease at 10 pm
- Certificate must be posted conspicuously at the event.
- Food vendors are not covered under this license and must obtain a separate food vendor license through the City of Syracuse.

### Application Checklist:

- Completed the Open-Air Cultural Event License Application (pages 2 to 3). The application must be signed in the presence of a notary public.
- \$15 Application Fee. Check or Money Order payable to Commissioner of Finance.
- Copy of Applicant's Photo Identification: Driver's License, Passport, or equivalent.

### Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fee, and document must be submitted to:

**City of Syracuse, Central Permit Office**

One Park Place

300 South State St.

Syracuse, NY 13202

315-448-8474 | [Licensing@syr.gov](mailto:Licensing@syr.gov)



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Open-Air Cultural Event License Application

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Promoters or Non-Profit Organization: \_\_\_\_\_

Name of Show/Event: \_\_\_\_\_ Type of Show/Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Sell Out (circle one)? Yes / No      Non-Profit (circle one)? Yes / No

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

Number of Security Personnel: \_\_\_\_\_ Uniformed: \_\_\_\_\_ Non-uniformed: \_\_\_\_\_

\*The number of police officers will be determined by the Chief of Police

Will alcohol be served at this event (circle one)? Yes / No

If yes, provide the Alcohol Beverage Control Board License Number: \_\_\_\_\_



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

The undersigned \_\_\_\_\_ does hereby apply to the License Commissioner of the City of Syracuse, State of New York, for an Open-Air Cultural Event License pursuant to the Revised General Ordinances of the City of Syracuse.

## Indemnification Statement

Upon issuance of this license, the applicant agrees to indemnify, defend, and hold harmless the City of Syracuse, its officers, agents, and employees from and against all damages, claims costs, or expense arising from the issuance of this license, provided that such damage, claim cost or expense is attributable to bodily injury, sickness, disease, or death or damage to property. This indemnity shall survive the expiration and/or termination of this license.

**Section below to be completed in the presence of Notary Public:**

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Duly sworn to before me on this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.  
Applicant Name

SEAL/STAMP

\_\_\_\_\_  
Notary Public Print Name

\_\_\_\_\_  
Notary Public Signature