



# Events Application

Village of Brockport

127 Main Street • Brockport, NY 14420 • (585) 637-5300

Please submit this form to the Village Manager at [elinden@brockportny.org](mailto:elinden@brockportny.org). Submissions 30 days in advance of planned event are recommended.

Event Name: <b>Total Eclipse of the Port</b>	
Type of Event (Race/Walk, Festival, Concert, Parade Other, etc.): <b>Eclipse</b>	Location of Event: <b>Holley Street</b>
Applicant Name: <b>Chief Daniel Vasile</b>	Event Date(s): <b>04/08/2024</b>
Event set up/break down times: <b>7:00am</b> to <b>8:00pm</b>	Event times: <b>8:00am</b> to <b>8:00pm</b>
Alternate Rain Plan: <b>Not Applicable</b>	Rain Date:
Individual/Group/Corporation Name Holding Event: <b>SUNY Brockport</b>	Village Property Utilized (If Applicable)
Applicant Address, City, State, Zip: <b>117 Monroe Ave Brockport NY 14420</b>	Support Services Requested of the Village (If Applicable) <b>None</b>
Applicant Email: <b>dvasile@brockport.edu</b>	Applicant Phone: <b>585-395-5378</b>

**There must be an identified "in charge" person on premise during all hours of the event if on Village property.**

Event Contact Person:	Contact Cell Phone:	Date & Time(s) On-Premise at Event:
<b>Dan Vasile</b>	<b>(585) 301-2136</b>	

Total Attendance Anticipated: (including attendees, participants, staff, vendors, etc.): <b>10,000 +</b>
Will there be amplified sound or music? Please describe. <b>No</b>
Event Details: <b>University Police would like to make Holley Street one way (Westbound) from the intersection of Monroe Ave &amp; Holley Street to Commencement &amp; Holley Street. This would allow us to better control the traffic flow to parking lots and designate a lane for all emergency responders.</b>

Events utilizing Village property require internal review and approval by the Village Board. Additional information and/or documentation may be requested.

**Non-Discrimination**

The Village of Brockport does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age or disability against any person or group of persons submitting an Event Application. The application process is designed to promote the health, safety, and welfare of all persons through reasonable regulation of a proposed local event and is not intended or expected to interfere with any person's Constitutional Rights to free speech and assembly.

**Office Use Only**

Approved/ Reviewed by: <input type="checkbox"/> Village Manager <input type="checkbox"/> DPW Superintendent <input type="checkbox"/> Code Enforcement <input type="checkbox"/> Brockport Police Dept <input type="checkbox"/> Welcome Center Director	If Applicable: <input type="checkbox"/> Liability Release <input type="checkbox"/> Cert of Insurance <input type="checkbox"/> Other
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**Event Application**

- Approved
- Approved with additional conditions (see attached)
- Additional Information requested (see attached) / Requested at second Village Board meeting \_\_\_\_\_
- Denied

By the Brockport Village Board on (date): \_\_\_\_\_



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Please submit this form to the Village Manager at [elinden@brockportny.org](mailto:elinden@brockportny.org). Submissions 30 days in advance of planned event are recommended.

Event Name: <b>Midnight Madness - Halloween Parade</b>	
Type of Event (Race/Walk, Festival, Concert, Parade Other, etc.): <b>Costume Parade</b>	Location of Event: <b>Main &amp; Market Streets</b>
Applicant Name: <b>Susan Smith, BMA President</b>	Event Date(s): <b>Friday, October 27, 2023</b>
Event set up/break down times: <b>5:30 pm</b> to <b>8:30 pm</b>	Event times: <b>6 pm</b> to <b>7:30 pm</b>
Alternate Rain Plan: <b>n/a</b>	Rain Date: <b>n/a</b>
Individual/Group/Corporation Name Holding Event: <b>BMA &amp; Bridging Brockport</b>	Village Property Utilized (If Applicable) <b>Main &amp; Market Sidewalks &amp;</b>
Applicant Address, City, State, Zip: <b>Brockport Merchants Association PO Box 129 Brockport, NY 14420</b>	Support Services Requested of the Village (If Applicable) <b>Closure of Main St, from Erie St - north to canal. See attached map from 2022.</b>
Applicant Email: <b>brockportmerchants@gmail.com</b>	Applicant Phone: <b>585-590-4238</b>

**There must be an identified "in charge" person on premise during all hours of the event if on Village property.**

Event Contact Person:	Contact Cell Phone:	Date & Time(s) On-Premise at Event:
Susan Smith	585-590-4238	10/27 5:30-8:30 pm
Kari Pardun	585-415-7920	10/27 5:30-8:30 pm

Total Attendance Anticipated: (including attendees, participants, staff, vendors, etc.): <b>1,000</b>
Will there be amplified sound or music? Please describe. <b>Kari Pardun has contracted a DJ.</b>
Event Details: <b>Please reference the attached map for the parade route, which will begin at 6 pm. The BPD will close the Main &amp; Market Streets during the event to ensure safety. "Trunk or Treat" will be held at the parking lot by the First Baptist Church, 124 Main St. Participating merchants and community</b>

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**Event Application**

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- Denied

By the Brockport Village Board on (date): \_\_\_\_\_

ask to shut down Main (State to Canal) for event.

Midnight Madness Parade    Oct 28th    Live up 5:30 pm  
Start 6 pm

Google Maps



Stop @ South St. + Monroe.    Barricades @ Main/Park/Utica  
Market/Park





# Events Application

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Please submit this form to the Village Manager at [elinden@brockportny.org](mailto:elinden@brockportny.org). Submissions 30 days in advance of planned event are recommended.

Event Name: <b>Holiday of Lights Parade</b>	
Type of Event (Race/Walk, Festival, Concert, Parade Other, etc.): <b>Parade</b>	Location of Event: <b>Main Street</b>
Applicant Name: <b>Josh Sime / Tyler Dawson</b>	Event Date(s): <b>12/3/2022</b>
Event set up/break down times: <b>1500</b> to <b>2100</b>	Event times: <b>1700</b> to <b>2000</b>
Alternate Rain Plan: <b>N/A</b>	Rain Date: <b>N/A</b>
Individual/Group/Corporation Name Holding Event: <b>The Stetson Club</b>	Village Property Utilized (If Applicable) <b>Main Street</b>
Applicant Address, City, State, Zip: <b>1 Clinton Street Brockport, NY 14420</b>	Support Services Requested of the Village (If Applicable) <b>Brockport Police Brockport Fire Police Brockport DPW</b>
Applicant Email: <b>dawson@brockportpolice.org</b>	Applicant Phone: <b>585-747-1065</b>

There must be an identified "in charge" person on premise during all hours of the event if on Village property.

Event Contact Person:	Contact Cell Phone:	Date & Time(s) On-Premise at Event:
<b>Tyler Dawson</b>	<b>585-747-1065</b>	<b>12/3/23 1500-2000</b>
<b>Joshua Sime</b>	<b>585-747-7274</b>	<b>12/3/23 1500-2000</b>

Total Attendance Anticipated: (including attendees, participants, staff, vendors, etc.):	<b>1000</b>
Will there be amplified sound or music? Please describe. <b>Yes</b>	
Event Details: Parade route will be from SUNY Brockport P Lot, North onto Utica St, East onto College St, North onto Main Street, West onto Clinton St, South onto Utica St and end going West onto Monroe Ave. Police and Fire Police will maintain traffic control at aforementioned intersections. Parade will start at 5:00pm and usually finishes by 8:00pm. Possible Fireworks are in progress following the parade. A detailed Operations plan will be submitted to the Village of Brockport and Chief of Police upon approval.	

Events utilizing Village property require internal review and approval by the Village Board. Additional information and/or documentation may be requested.

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**Event Application**

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- Denied

By the Brockport Village Board on (date): \_\_\_\_\_





**State of New York  
Department of Transportation**

**PERM 33c**

**Application  
for the Use of  
State Highway/NYSDOT Property  
When an event is regulated by the  
City/Village/Town(s)**

For events such as parades, processions, assemblages, walk-a-thons, festivals, civic or cultural events, single-county races, etc.

A PERM 33c is required when an event such as a parade, procession, assemblage, walk-a-thon, festival, civic or cultural event, single-county race, etc., is planned to take place on state highway right-of-way, the local Municipality is regulating the event, and the event will either require placing items (signs, barricades, etc) within the state highway right-of-way, or it will block traffic on a state highway.



NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
APPLICATION FOR SPECIAL USE

Complete this application form and Operation and Safety Plan Checklist in this packet and submit the original a minimum of 1 month prior to the event date to NYSDOT for approval. Also keep a copy for your records. Upon approval, one copy will be returned to you that will serve as permission for the Special Use.

Return the application to:

New York State Department of Transportation - Regional Traffic Engineer, NYSDOT Region 4

**1. Special Use Event:** Holiday of Lights Parade

<u>12/3/23</u>	Name of Event <u>1700-1900</u>	# of Participants <u>1000</u>
Date(s)	Time(s)	

**2. Type of Special Use Event:**

Parade or Procession    Assemblage    Walk-a-thon    Festival    Single-county race    Other \_\_\_\_\_

**3. Location (specify highways by route number and/or street name, by municipality):**

Main St. (Route 19) Adams St. North to Main St. Bridge (closed)

**4. Applicant Information:**

Village of Brockport  
Applicant (city/town/village)

127 Main St.  
Mailing Address

Brockport, NY 14420  
City, State, Zip Code

elinden@BrockportNY.org  
Email Address

Tyler Dawson  
Authorized Representative

585-637-1020 x65  
Telephone (including area code)

585-478-2407  
Cell Phone (including area code)

dawson@Brockportpolice.org  
Email Address (if different from Applicant)

N/A  
Web Site Address (if appropriate)

**Acknowledgment.** On behalf of the applicant, I hereby request permission for a Special Use, and do acknowledge and agree to the terms and conditions and obligations set forth in this application and warrant compliance therewith. The attached documents are also made a part hereof and attached hereto:

**Application Received by:**

  
Applicant or Authorized Representative's Signature

\_\_\_\_\_  
NYSDOT Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received by NYSDOT



## OPERATION AND SAFETY PLAN CHECKLIST

Please supply the following information or note as "Not Applicable."

**Event Map and Description** – Some events are confined to a specific site along a highway (e.g. festival), while others may extend for a significant distance (e.g. parades, races). Where appropriate, please show on a map the event location, start and finish lines, direction of travel, railroad crossings, and detour (if present). For the description, include start and ending times and the type of event.

**Operation and Safety Plan** – Please indicate locations where event participants will violate the normal "rules of the road" and all locations where traffic will be required to stop where they would not ordinarily have to stop. For example:

*At the intersection of NY 5 and Main Street a police officer will be stopping eastbound traffic on NY 5 to allow bicyclists to proceed through the stop sign on Main Street.*

*On NY 9A between Smith Rd. and Jones Rd., runners will be on the left shoulder running against traffic instead of on the sidewalk.*

Also indicate any locations where temporary traffic control devices (e.g., cones, pavement markings, signs, barricades) will be placed within the State right-of-way. If temporary signs will be used, please indicate the size, color, and wording for each sign. For example:

*NY 25A will be closed at Main St. using barricades and cones. Detour signs will direct motorists to use Elm and Pine Streets to get back onto NY 25A.*



## Responsibilities of Applicant

**1. Limitations on Use.** The specific site identified in this permission, and only that portion identified, will be available for use by Applicant only for the purpose stated in this permission and only on the date(s) and for the duration designated in this permission. The authorization herein shall be only for the actual duration of the event.

**2. Conditions of Use.** NYSDOT makes no affirmation that the state-owned site to be used for the event has been designed, constructed, or maintained for the purpose of the conduct of the event. The Applicant assumes full responsibility for planning and conducting a safe and orderly event that does not expose participants or the public to any unreasonable hazards and that involves a minimal disruption of the normal uses of the state and local highway systems. **It shall be the sole obligation of the Applicant to determine whether the site is suitable for the purpose of safely conducting the event.** The Applicant assumes all responsibility for assuring that the use of the highway/property conforms to applicable requirements of law, including, but not limited to those set forth herein.

**3. Indemnification:** NYSDOT shall not be liable for any damage or injury to the Applicant, employees, event organizers and volunteers, or participants, or any other person, or to any property, occurring on the site covered by this permission or any part thereof associated in any way with Applicant's use of the site. To the fullest extent permitted by law, the Applicant agrees to defend, indemnify and hold harmless the State of New York, NYSDOT, and their agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of any claim for personal injuries, property damage or wrongful death associated in any way with the Applicant's or participants' use of the involved site(s,) or in any way related to the event, no matter how caused. There is no requirement that municipalities have, or provide proof that they have insurance. However, the municipality agrees to take responsibility for its operations under this permit. Municipalities are encouraged to have a **"PERM 1 Undertaking"** on file with NYSDOT.

**4. Termination of the Permission.** NYSDOT shall have the right, in its sole discretion, at any time to terminate this permission, or any portion thereof, should it be necessary due to operations or other reasonable need of NYSDOT, by giving written notice of termination of the permission. Any termination by NYSDOT shall in no way constitute or be deemed a breach of this Permission and no liability shall be incurred by or arise against NYSDOT, its agents and employees for loss of profits or any other damages.

**5. Applicant's Use of the Highway/Property.** The Applicant shall exercise due care in its use of the site and shall upon the expiration, termination, or cancellation of the issued permission, surrender the site in as good a condition as on the effective date of this permission, ordinary wear and tear excepted. **The Applicant shall designate a representative to conduct both a pre-event and post-event field review of the event course with the NYSDOT Resident Engineer(s) to determine what damage may or may not have resulted from the event.** The Resident Engineer is given the authority to determine if any of the post-event damage is required to be repaired.

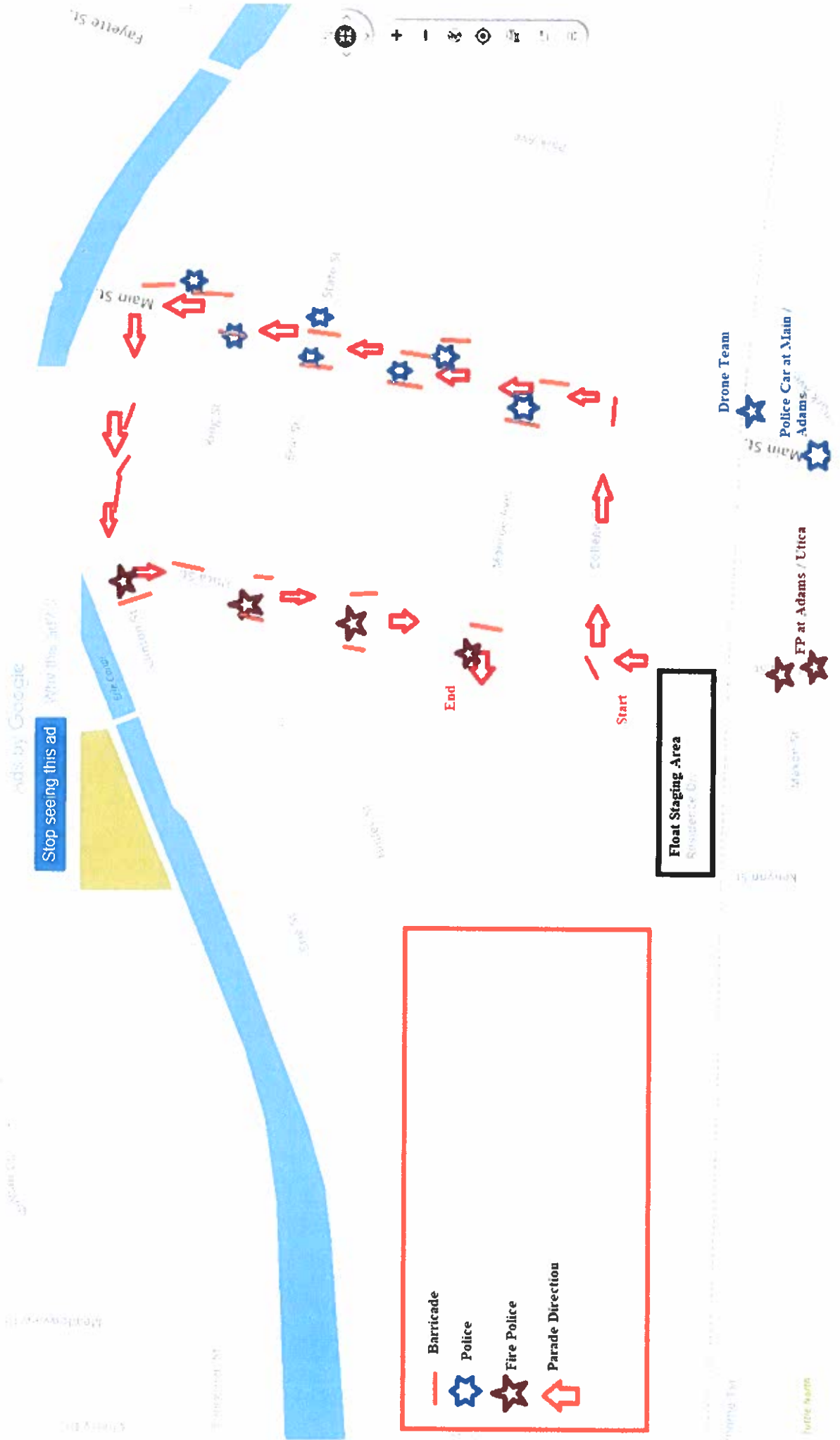
**6. Agency's Representative.** The Commissioner of the NYS Department of Transportation, or his/her designee, shall be, and hereby is authorized to act for and on behalf of NYSDOT.





**7. Reporting Requirements.** The Permittee agrees to notify the Agency's representative about any hazardous or unsafe conditions and about any accidents that occur during the event immediately upon the discovery of such condition or accident.

**8. Legal.** The privilege granted by this permission does not authorize any infringement of federal, state or local laws or regulations, is limited to the extent of the authority of NYSDOT and is transferable and assignable only with the written consent of the Commissioner of Transportation. The Commissioner reserves the right to modify fees and to revoke or annul the permission at any time, at his/her discretion without a hearing or the necessity of showing cause.







-  Barricade
-  Police
-  Fire Police
-  Parade Direction

Stop seeing this ad

Ads by Google

Why this ad?

Float Staging Area  
Riverside Dr

Drone Team

Police Car at Main  
Adams

FP at Adams / Utica





## VILLAGE OF BROCKPORT RESOLUTION

I, Erica Linden, Village Clerk of the Village of Brockport, 127 Main Street, Brockport, NY 14420, do hereby certify that the following resolution was adopted at a meeting of the Village Board held on September 18, 2023, and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended, or revoked and is in full force and effect.

**RESOLVED**, to authorize a NY Forward application for either \$4.5M or \$2.25M in funding to enhance the Village's historic downtown corridor and canalfront by completing a variety of transformative project opportunities that align with the NY Department of State's NY Forward priorities, as well as priorities noted by the local Brockport community.



From: Meghan Matthews <[mail@brockportny.org](mailto:mail@brockportny.org)>  
Sent: Monday, August 28, 2023 9:50 AM  
To: Erica Linden <[elinden@brockportny.org](mailto:elinden@brockportny.org)>  
Subject: New Message From Village of Brockport, NY

Meghan Matthews

Mailing Address\*: Evergreen

Telephone Number\*:

Fax Number:

Length of residency in village or at current address:: 1.5 months

Board or Committee Position Interested In:: Parks Committee

Education:: Washburn University Health Information Technology and Health Services Administration

Skills or experiences you would like to contribute:: I am passionate about helping my community thrive. I am creative, great at problem solving, listening and communicating with others.

Short statement or reason(s) for your interest in this position and what you hope to learn or accomplish:: Having moved quite a bit over the last nine years I have come to realize I am a pretty good park connoisseur. I have 2 small children 9 & 7 and I would always look for the best parks to bring them to. I have lost count as to how many we have visited over the years. A safe and fun environment for our community to enjoy, especially children, is extremely important to me and I believe I would be a great addition to this committee.



## Erica Linden

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**From:** Molly Gaudioso <mail@brockportny.org>  
**Sent:** Tuesday, September 12, 2023 5:34 PM  
**To:** Erica Linden  
**Subject:** New Message From Village of Brockport, NY

Mailing Address\*: 4 Beach Street

Brockport, NY 14420

Telephone Number\*: [REDACTED]

Fax Number:

Length of residency in village or at current address:: 3 months

Board or Committee Position Interested In:: Planning Board/ZBA

Education:: I received a master's degree in City and Regional Planning from Ohio State University in 2013. I am a member of the American Planning Association (APA) NY Upstate Chapter and Planning & Law Division. I also am a certified planner through the American Institute of Certified Planners (AICP) program. I regularly participate in Continuing Education programs and events to maintain my AICP status.

Skills or experiences you would like to contribute:: In the past 10+ years of my professional planning career, I have gained experience in both the public and private sectors. I am currently a planning and zoning specialist with Bergmann Associates (now Colliers Engineering & Design), working as a Planning Project Manager and Geographic Discipline Leader for the Rochester/Buffalo area. I previously also served as planning and zoning staff for the City of Westerville (OH) and as a volunteer Planning Commissioner for the City of Rochester. As a community planning consultant, I have completed over 50 land use, transportation, waterfront, climate action, and downtown planning efforts as well as zoning and regulatory projects in a variety of counties, cities, towns, and villages across New York, Pennsylvania, and Ohio. In each of these efforts I also facilitated numerous public engagement events.

I present educational sessions for planners, elected officials, municipal staff, and review board members several times a year at local, regional, and state conferences. This includes but is not limited to conferences and events held by the New York Planning Federation, Genesee Finger Lakes Regional Planning Council, Capital District Regional Planning Commission, NY Conference of Mayors, Southern Tier West Regional Planning Agency, Community Design Center of Rochester, Monroe County Planning & Development Department, and APA NY Upstate and Pennsylvania Chapters. I also recently presented a session on municipal land use law practice at the APA National Conference.

Short statement or reason(s) for your interest in this position and what you hope to learn or accomplish:: I define myself as a full-time planning geek and zoning nerd. My passion for planning comes from its interdisciplinary nature--connecting community, the environment, and investment. Outside of my professional work, I think it's important to give back and serve the community in which I live. Prior to moving to Brockport, I lived in the City of Rochester for 8 years and one of the best ways I felt I contributed to the betterment of our community in a tangible way was through my service on the Planning Commission.

The Village of Brockport is a unique place with so many community, economic, and environmental assets. Since moving here, I've learned more about the great initiatives and actions the Village has undertaken to redefine and achieve its long-term vision and goals. I would love to be a part of these efforts bringing my expertise to the Planning / Zoning Board, working with local decision-makers and the public to continue positive change and growth in our community. I also feel this would be a great opportunity for me to get to know the people and places in Brockport a little better and build stronger community connections.

