



City of Geneva Property Fees and Charges for Special Events
As of June 1st 2019:

Application Fee

A non-refundable Park Use Permit Application fee is payable with every permit application filed for **each day** of use.

The application fee is \$100 for **ALL** applicants including Not-for-Profits.

(ie. One (1) day reservation is \$100. Three (3) days is \$300, ect.)

There is no application fee for Neighborhood and City held events.

A fee of \$25 per additional days required for set up and breakdown.

Example: Thursday: Set up day - \$25
 Friday: Day of event - \$100
 Saturday: Day of event - \$100
 Sunday: Break down day - \$25
 Total cost: \$250

You can pay the application fee by credit card at City Hall, by check or in person with cash. Other fees, explained below, may include, but are not exclusive to:

- Additional \$75 late fee (within fourteen business days of event)
- \$75 for each electrical hookup per box (\$25 each additional day)
- \$75 flat rate for electrical hookup via drop cords from lamp posts (\$25 each additional day)
- \$75 for each water hookup (\$25 each additional day)
- Any damages done to the park or equipment during the event (explained on full Policy Use Form) TBD if applicable
- If you miss the scheduled fire inspection \$25 (applicable to events with food)
- \$100 per day fee is required to book the lakefront deck or gazebo (each)

Once we process your application, we will bill you for these additional costs upon review of requests.

The City of Geneva will require insurance and may require special services from other City Departments in addition to the above fees. All fees are non-refundable unless the City has to cancel their permit approval.

Checks can be made payable to: City of Geneva

Mailing Address: Geneva Recreation Dept.
47 Castle St
Geneva, NY 14456
Attn: Liz

Geneva Recreation Department

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
(315) 789-5005 - FAX (315) 789-4294 - etoner@geneva.ny.us - www.geneva.ny.us