Special Events
Erie Canal Harbor/Canalside
Application & Permit
2015

Byron W. Brown
Mayor

Location Room 226
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	Initial	Date
Mayor's Office	_____	_____
Special Events	_____	_____
ECHDC	_____	_____

Prior to submitting this application, contact Canalside at (716)362-8370 or info@canalsidebuffalo.com to secure Canalside site usage permission. Applicant is also bound to the rules set forth by the Global Spectrum as the contracted public space manager.

Public assemblages, festivals, commercial activities, military and other parades at Canalside, not sponsored by the City of Buffalo, are prohibited except with the written permission of the Commissioner of Public Works. Signature on this application by the Commissioner constitutes permission to use Canalside pursuant to the terms and conditions established by the Commissioner and the rules and regulations established by the Office of Special Events".

Adequate insurance or bond, approved as to form by the Corporation Counsel, must be obtained prior to the Commissioner issuing a permit. No standing, parking or driving on the lawn sections with the site. Private vehicles are not allowed on the wharf and/or grass areas. No defacing of railings, wharf, bridge or utility fixtures within the site. No drilling holes or spikes into the surface without prior approval. Tents and other structures may be placed using water barrels when placed on the lawn wharf, sidewalks and streets within the site or in the street adjoining the curb line. Signs or banners from lamp standards may be erected only upon written approval of the Commissioner. The event sponsor is responsible for set-up, take-down, and clean-up at direction of the site manager. Sponsor makes arrangements with Division of Streets for removal of solid waste from event.

Name of Event _____ date _____

Nature of Activity _____

Sponsoring Organization _____

Contact Person _____ phone _____

Address _____
street city zip

e-mail _____ fax _____

Date of Event _____ from _____ to _____
set-up _____ from _____ to _____
breakdown _____ from _____ to _____

Use of bandshell	☐ no	☐ yes	Rental from Buffalo Parks 851-9670 or Erie Co 858-7037
Street closing	☐ no	☐ yes	Permit required. City of Buffalo; 851-5366
Barricades	☐ no	☐ yes	
Snow fencing	☐ no	☐ yes	
Traffic adjustment	☐ no	☐ yes	
Tents or other structures	☐ no	☐ yes	Permit required. Buffalo Fire Prevention; fee applies
Garbage receptacles	☐ no	☐ yes	Permit required. Buffalo Sanitation Dept; fee applies
Electricity needed	☐ no	☐ yes	Sponsor supplies extension cords
Banners from lamp stand	☐ no	☐ yes	Permit required. Traffic Engineering @8515366
Water needed	☐ no	☐ yes	Hydrant permit required; fees; sponsor to supply hoses
Insurance/bond attached	☐ no	☐ yes	Name City of Buffalo & Buffalo Place/Buffalo Place Foundation, Empire State Development, Erie Canal Harbor Development corporation as additional insured

Your electronic signature below certifies that the information you provided in this form is complete and accurate to the best of your knowledge and constitutes your signature as if actually signed by you in writing.

Applicant signature date _____

Approval for use of Erie Canal Harbor/Canalside as stated above is hereby granted.

_____ _____
Commissioner of Public Works date