



**CITY OF BUFFALO**  
 65 Niagara Sq 512 City Hall Buffalo, NY 14202  
**SPECIAL EVENT**  
**Park Use Permit**

**Division of Parks & Recreation**  
 Deputy Commissioner Andrew R. Rabb  
 Location 505 City Hall  
 Contact Arlene Mustafa  
 Phone 716-851-9670  
 Fax 716-851-5200  
 Email amustafa@city-buffalo.com

Byron W. Brown  
 Mayor

Please fill out the application and submit along with the Hold Harmless Form, your insurance certificate listing the City of Buffalo and the Olmsted Parks Conservancy as additional insured & a check in the amount of \$200 made out to the City of Buffalo. A minimum 30 day processing time is required for permit application.

**PARK USE REQUEST**

Name of Event \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Name of Park \_\_\_\_\_

Location in Park \_\_\_\_\_

Date of Event \_\_\_\_\_ event start time \_\_\_\_\_ event end time \_\_\_\_\_

set-up start time \_\_\_\_\_ break down end \_\_\_\_\_

*(If a first time Special Event is being requested, please call Arlene Mustafa at 851-9670)*

# of participants \_\_\_\_\_ Building use: Yes: \_\_\_\_\_ No: \_\_\_\_\_ (Additional permit may be required)

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

street address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

<b>Park Special Event Permit Fees</b>	
<b>Daily</b>	<b>\$200</b>
<b>Seasonal (3 days or more)</b>	<b>\$500</b>
<b>Make check payable to 'City of Buffalo'</b>	

Permit is issued subject to provisions of the City Ordinances, Chapter 413-34, Article V, and 413-67, Article V and must be kept on the premises until the expiration date. Permittee is responsible for the cleanup and removal of all debris and litter resulting from the use of this permit. Through traffic lane must be maintained for emergency vehicles.

Applicant signature \_\_\_\_\_

date \_\_\_\_\_

Approval for use of park as stated above is hereby granted:

Andrew R. Rabb, Deputy Commissioner \_\_\_\_\_

For office use:	
Paid by	<input type="checkbox"/> city park
	<input type="checkbox"/> city Olmsted park
	<input type="checkbox"/> check # _____