Special Events
Niagara Square
Application & Permit
2016

Byron W. Brown
Mayor

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

Public assemblages, festivals, commercial activities, military and other parades in Niagara Square, not sponsored by the City of Buffalo, are prohibited except with the written permission of the Commissioner of Public Works, pursuant to City Code #309-2. Signature of this application by this Commissioner constitutes permission to use the Square pursuant to the terms and conditions established by the Commissioner, the City Charter and Code, and the rules and regulations established by the Commissioner. "Special Events", as defined in Ch. 414 of the City Code, in the Square must comply with the provisions of that Charter.

Private/event vehicles are not allowed on pavement in Square except to load and unload. No standing, parking or traversing the lawn sections or flower beds, fountain, monument, or benches within the Square. No defacing of monument, plants or utility fixtures within the Square. No drilling holes or spikes into the Square surface without prior approval. Tents and other structures may be placed with foot base supports when placed on the path within the Square or in the street adjoining the curb line. Signs or banners from lamp standards may be erected upon approval of Department of Public Works. The event sponsor is responsible for set-up, take-down, and clean-up at direction of Dept of Public works. Sponsor makes arrangements with Division of Streets for removal of solid waste from event.

Name of Event _____ date _____

Nature of Activity _____ anticipated participants#_____

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 (mobile stage)	☐ no	☐ yes	Rental from Buffalo Parks 851-9670 or Erie Co 858-7037
Street closing	☐ no	☐ yes	Permit required. City of Buffalo; 716.851-5366
Barricades	☐ no	☐ yes	**Organizer is responsible for rental and delivery of barricades**
Snow fencing	☐ no	☐ yes	Organizer is responsible for rental fencing
Traffic adjustment	☐ no	☐ yes	Organizer is responsible for notifying Police
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 @851.5366
Water needed	☐ no	☐ yes	Hydrant permit required; fees; sponsor to supply hoses
Insurance/bond attached	☐ no	☐ yes	Name City of Buffalo & Buffalo Place as additional insured

********ATTACH A DETAILED PROPOSAL/DESCRIPTION OF YOUR EVENT********

PLEASE PROVIDE COPIES OF ANY DISTRIBUTION MATERIALS

Applicant signature _____ date _____

Approval for use of Niagara Square as stated above is hereby granted.

_____ _____
Commissioner of Public Works date