



CITY OF BUFFALO

65 Niagara Sq. 226 City Hall Buffalo, NY 14202

SPECIAL EVENT

2016 Application

Byron W. Brown
Mayor

Contact Information	
Events Director	Nicole Drye
Location	Room 226
Phone	(716) 851-6508
Fax	(716) 851-5052
Email:	ndrye@city-buffalo.com

Name of Event _____ Date _____

Nature of Activity _____ Year event began _____

Sponsoring Organization _____

Organization Address _____

street

city

zip

Date(s) of Event _____

Opening date _____ from _____ to _____ Day of week _____

Closing date _____ from _____ to _____ Day of week _____

Set-up date _____ from _____ to _____ Day of week _____

Breakdown _____ from _____ to _____ Day of week _____

Contacts

1. Executive Director _____ phone _____

2. Financial Contact _____ phone _____

3. Event Chairperson _____ phone _____

Email (required) _____

Phone # during event _____

Location of Event **A detailed site-map describing name & address of facility, property, streets or areas that are part of event venue must be attached to application.**

Name of Facility/Property _____

Address _____

street

city

zip

Handicapped Accessibility yes no

Last Year's Event

Actual attendance # _____ Average daily attendance # _____ Approx. peak attendance # _____

Total expenses \$ _____ Total revenues \$ _____

This Year's Event

Estimate attendance # _____ Estimate daily attendance # _____ Estimate. peak attendance # _____

Estimate expenses \$ _____ Estimate revenues \$ _____

Volunteers/workers # _____ Entry fee for event yes no

Insurance

All events must obtain liability insurance policy in the amount of one million dollars (\$1,000,000.00), or a larger amount in the discretion of the City, with the City of Buffalo named as an additional insured.

1. Insurance Provider of Insured _____

2. Insurance Agency _____ Phone #: _____

3. Amt of Insurance Coverage \$ _____ Alcohol Insurance Coverage \$ _____

Application Processing Fee: \$200 payable to the 'City of Buffalo', plus additional labor fees if applicable.

**HOLD HARMLESS AGREEMENT
FOR CITY OF BUFFALO, BUFFALO CITY PARKS,
SPECIAL EVENTS AND PARADE PERMITS**

By accepting a CITY OF BUFFALO, BUFFALO CITY PARKS, SPECIAL EVENTS AND OR PARADE PERMIT, the undersigned PERMIT HOLDER hereby agrees to defend, indemnify and hold harmless the CITY OF BUFFALO, its officers, and employees, against any and all claims, lawsuits, causes of action, judgments, or other liability, arising from injury to person or property, sustained by any person, association, partnership, corporation, or other entity, arising directly or indirectly from the acts or neglect of the PERMIT HOLDER, its officers, agents, employees, or members, participants, guests, invitees, or persons under the control of the PERMIT HOLDER.

In furtherance of the foregoing indemnification, the PERMIT HOLDER also hereby agrees to provide evidence (in the form of an ACORD certificate of liability insurance) of insurance policies of General Liability and/or Special Event Liability and Liquor Liability insurance (applicable whenever alcohol is served or sold as part of the permitted event) and agrees to maintain said policies of insurance in force during the course of the permitted event, including the opening date, closing date, set-up date and breakdown date. Said policies of insurance shall protect against liability arising from all matters in connection with the permitted event and or in any way relating to PERMIT HOLDER'S activities in connection therewith. Said policies of General Liability and/or Special Event Liability and Liquor Liability insurance coverage shall each be maintained in the sum of not less than \$1,000,000 per occurrence (or higher amount at the sole discretion of the City).

The City of Buffalo shall be named as an additional insured and certificate holder under the General Liability, including any Excess/Umbrella Liability policy, and/or Special Event Liability and Liquor Liability insurance policies (with the permitted event being set forth or described in the description of operations box of the certificate of insurance). In the event the permitted event is to be held in a City Olmsted Park, the Buffalo Olmsted Park Conservancy must also added as an additional insured under said policies and as an indemnitee. In the event the permitted event is to be held in an area or areas under the management of Buffalo Place, then Buffalo Place, Inc. must also added as an additional insured under said policies and as an indemnitee.

At its own expense, the PERMIT HOLDER shall indemnify, defend and hold harmless in any and all causes of action, lawsuits or claims brought against the CITY OF BUFFALO, its officers or employees, and also, where applicable, the Buffalo Olmsted Park Conservancy or Buffalo Place, Inc.

Name of Permit Holder

Name of Signer

Title (If Holder is not an individual)

Mailing address (city, state, zip)

Telephone number

Signature

Date

INFORMATION ABOUT THE PROPERTY FOR THE SPECIAL EVENT.

1. Property owner _____
2. Event on public property yes no
3. Event on private property yes no
4. Event will be held indoors yes no Certificate of Inspection (COI) license # _____
 If indoors, give full address of building _____

YOUR EVENT MAY REQUIRE LICENSES, PERMITS, OR OTHER SUPPORT SERVICES.

If YES, submit required permit application and/or fees.			
1	Fireworks	<input type="checkbox"/> yes <input type="checkbox"/> no	Need permit: Bureau of Fire Prevention Room 321
2	Tent permit	<input type="checkbox"/> yes <input type="checkbox"/> no	Need permit: Bureau of Fire Prevention Room 321
3	Alcohol served/sold	<input type="checkbox"/> yes <input type="checkbox"/> no	Need Erie Co Dept of Health Permit if alcohol is served or sold. Need SLA approved license. Alcohol insurance also required.
4	Temporary food stands selling food - # of vendors #_____ distribution only - # of vendors #_____	<input type="checkbox"/> yes <input type="checkbox"/> no	All food vendors need Erie Co Dept of Health Permit. Includes mobile units, food trucks, push carts. If selling food, need Temporary Stand license. Room 301
5	Non-food items for sale	<input type="checkbox"/> yes <input type="checkbox"/> no	Exhibitor Stand if merchandise for sale. Room 301
6	Legalized gambling	<input type="checkbox"/> yes <input type="checkbox"/> no	Need permit. Charitable gaming. Room 301
7	Amusement rides	<input type="checkbox"/> yes <input type="checkbox"/> no	Need permit: Office of Licenses Room 301
8	Garbage totes	<input type="checkbox"/> yes <input type="checkbox"/> no	Need permit: Dept of Public Works Room 113
9	Recycling totes	<input type="checkbox"/> yes <input type="checkbox"/> no	Need permit: Dept of Public Works Room 113
10	Dumpsters	<input type="checkbox"/> yes <input type="checkbox"/> no	Event producer must rent from service provider.
11	Portable lavatories handicap accessible <input type="checkbox"/> yes <input type="checkbox"/> no number provided # _____	<input type="checkbox"/> yes <input type="checkbox"/> no	Name of service provider: _____ Attach map of lavatory locations.
12	Barricades	<input type="checkbox"/> yes <input type="checkbox"/> no	Event producer must rent from service provider. If renting from City of Buffalo. Organizer is responsible for pick up and delivery.
13	Snow fencing	<input type="checkbox"/> yes <input type="checkbox"/> no	Event producer must rent from service provider.
14	Park Permit Playing field Band wagon (mobile stage)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no	Need permit. City of Buffalo Parks Dept Room 505 Contact Arlene 851-9670
15	Security Private <input type="checkbox"/> yes <input type="checkbox"/> no Volunteers <input type="checkbox"/> yes <input type="checkbox"/> no City <input type="checkbox"/> yes <input type="checkbox"/> no Other <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no	For any YES: Notify Police district(s) near event. Attach correspondence. Attach copy of event security arrangements including vendor contact information. Within contract include a detailed security plan reflecting number of personnel, hours and locations. Organizer is responsible for BPD manpower hours if required.-See Fee Schedule
16	Parking Provisions ‘No Standing Signs’ Parking enforcement/Towing Valet services provided	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no	Need permit for ‘no standing signs’. Parking arrangements: Use attachment to describe use of ramps/lots for other designated parking.

17	Street Closing <input type="checkbox"/> yes <input type="checkbox"/> no	See application for Police Department approval. Attach detailed map of proposed closings. Requires minimum of 30 days to process.
18	Traffic Control <input type="checkbox"/> yes <input type="checkbox"/> no Road race/run/walk <input type="checkbox"/> yes <input type="checkbox"/> no Parade or march <input type="checkbox"/> yes <input type="checkbox"/> no Motorcade <input type="checkbox"/> yes <input type="checkbox"/> no	See Motorcade/Parade Application. Attach map of proposed race route. – Manpower hours are 60.00 hour at a minimum of 4 hours-See fee schedule Waterfront routes subject to pre-approval (Erie St, Erie Basin Marina, Marine Dr, Lakefront Blvd) Usage - contact special events @851-6508. Written Notification to area business and residences required after route approval 30-60 days before event execution.
19	NFTA notice <input type="checkbox"/> yes <input type="checkbox"/> no	Attach copy of correspondence to NFTA
20	Banner Signage (over street) <input type="checkbox"/> yes <input type="checkbox"/> no Flags installed on lampposts <input type="checkbox"/> yes <input type="checkbox"/> no	Need permit (includes hanging banners overhead). Prior to installation, anything attached to a lamppost needs approval by the City of Buffalo Street Lighting Dept. Call 851-5362.
21	City Furnished Utilities <input type="checkbox"/> yes <input type="checkbox"/> no electric <input type="checkbox"/> yes <input type="checkbox"/> no water/hydrants <input type="checkbox"/> yes <input type="checkbox"/> no lighting in parks <input type="checkbox"/> yes <input type="checkbox"/> no other (specify) <input type="checkbox"/> yes <input type="checkbox"/> no	Contact Dept of Public Works Room 502
22	Emergency Services Plan: Call 911 <input type="checkbox"/> yes <input type="checkbox"/> no EMT's licensed by City/Buffalo <input type="checkbox"/> yes <input type="checkbox"/> no Vehicles licensed by City/Buffalo <input type="checkbox"/> yes <input type="checkbox"/> no	Events over 1500 attendance require a contract with licensed emergency services provider. Attach copy of event emergency arrangements. Include vendor contact information & copy of contract outlining detailed transport plan reflecting number of personnel, hours and locations.
23	NYS Health Dept Public Gathering Permit Part 18 <input type="checkbox"/> yes <input type="checkbox"/> no	Provide application & permit when received. For gatherings of 5,000+ persons at any one time.
24	Other ex. skydiving, balloon rides, etc. <input type="checkbox"/> yes <input type="checkbox"/> no	Specify need

Fire Department Data

List names and addresses of event committee members.

List names, addresses and contacts of all corporate and other sponsors.

1. **Closed streets and location of barricades.** Provide map.

Streets closed between _____

2. **Hydrants** They may not be blocked by any vehicle or concession.

Location: _____

Location: _____

3. **Concessions using cooking facilities.** Fuel containers must be approved of type.

Location _____ type of fuel _____

4. **Request for Fire Apparatus:** In case of emergency, fire apparatus may respond within the barricade area.

Apparatus _____ location _____ time _____

Tent date(s): _____ location(s): _____



Byron W. Brown
Mayor

CITY OF BUFFALO
65 Niagara Sq, Room 226 Buffalo, NY 14202

Special Events 2016

Contact Information

Director Nicole Drye

Location Room 226

Phone (716) 851-6508

Fax (716) 851-5052

Email: ndrye@city-buffalo.com

Sponsor Pre- Event Accounting

This form must be submitted along with the Special Event application.

Name of event _____

Date(s) of the event _____

Number of persons expected _____

Actual Attendance last year _____

Did you charge a fee? (yes or no) _____ Website address _____

If yes, how much? Per individual _____ Per Group _____

Per Vendor _____

Per Motorcade/March Participant _____

Income from Sponsors last year? \$ _____

Gross income received from last year event \$ _____

Total expenses for event last year \$ _____

Net income (surplus/deficit) \$ _____

Please describe anticipated the use of any surplus funds. Please list names and percentage to any past beneficiary.

Do you anticipate any issues before or during event.

Please list names of anticipated beneficiaries this year.

Signature _____

Date _____



CITY OF BUFFALO
2016
SPECIAL EVENTS
WEBSITE CALENDAR

Byron W. Brown
 Mayor

Contact Information
Event Director Nicole Drye
Location Room 226
Phone (716) 851-6508
Fax (716) 851-5052
Email: ndrye@city-buffalo.com

Please complete and return this form along with your application. Completion of this form will publicize your event that has been submitted to the Special Events Advisory Committee and assist others to avoid your date and/or site. Your event will be posted after approved by the S.E.A.C.

E-mail, mail or fax to:
 Office of Special Events
 65 Niagara Square Room 226
 Buffalo, NY 14202
 Fax: 716-851-5052
 ndrye@city-buffalo.com

1. **Name of Event** _____
2. **Purpose of Event** _____
3. **Sponsoring Organization** _____
4. **Location of Event** _____
5. **Participants expected #** _____
6. **Date(s) of Event** _____

Date	_____	start time	_____	close time	_____
Date	_____	start time	_____	close time	_____
Date	_____	start time	_____	close time	_____
Date	_____	start time	_____	close time	_____
7. **Contact Person** _____
8. **Phone** _____
9. **Fax** _____
10. **Email** _____

Comments: _____

I understand and agree completion of this application gives permission to the City of Buffalo to publicize the above event information on the City of Buffalo website.

Applicant Signature _____ **Date** _____



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SPECIAL EVENTS

2016 Fee Schedule

Byron W. Brown

Mayor

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APPLICATION FEE	\$200 per day	includes runs, walks, races, festivals, etc-
Seasonal events	\$500	per event series-
Amusement rides		as determined in Office of Licenses room 301
Bell jar ticket license	\$25	
Exhibitor vendor	\$26.25-	only when selling merchandise
Food vendor	\$31.50	only when selling food (plus Erie Co Health permit)-
Fireworks		call Fire Prevention @ 851-5707 ext. 752
Garbage totes	\$10	per tote, includes delivery & pick up-
Hydrant fee	\$126.50 \$100 \$126.50	daily fee; \$294 weekly; \$843 monthly 'back flow preventer' use fee for civic groups only pump out fee between Nov 1 & April 1 only
City Hall	\$50	per day
Lafayette Square	\$200.00	Per day
Niagara Square	\$50.00	Per day
Liquefied petroleum gas	\$25.00	per vendor, tank, location
Motorcade police permit	\$50.00/application processing fee	for race, run, walk, parade, etc.-\$60.00 hourly fee per officer (Any events requiring more than 4 officers will incur labor fees)
BPD Labor	\$60.00/hour/officer	Staffing requirements will be determined by the Buffalo Police Department -minimum of 4 hours. (Any events requiring more than 4 officers will incur labor fees)
'NO parking signs'	30¢	per placard
Street closing (per day)	\$50 \$30 \$12	first block each successive block
Neighborhood block party		
Tent permit	\$25 \$250	per tent blanket permit rate for 11 or more tents
Utilities		payment directly to affected department or utility provider
Barricade Labor Fees	\$960.00	Barricade Drop off and Pick up