



**CITY OF BUFFALO
CITY HALL
SPECIAL EVENT
2016 Application**

Byron W. Brown
Mayor

Office Use Only		
	Initial	Date
Mayor's Office	_____	_____
Special Events	_____	_____
Building Superintendent	_____	_____

Name of Event _____ Date _____

Nature of Activity _____

Sponsoring Organization _____

Contact Person _____ Phone _____

Address _____

street _____ city _____ zip _____
Email _____ Fax _____

Date of Event _____

Date of event _____ from _____ to _____
Set-up _____ from _____ to _____
Breakdown _____ from _____ to _____

Space requested	Front Floor Lobby	<input type="checkbox"/> yes	<input type="checkbox"/> no
	Basement Lobby	<input type="checkbox"/> yes	<input type="checkbox"/> no
	Observation Deck	<input type="checkbox"/> yes	<input type="checkbox"/> no
	Portico & Steps	<input type="checkbox"/> yes	<input type="checkbox"/> no
	Council Chambers ★	<input type="checkbox"/> yes	<input type="checkbox"/> no

Materials requested	tables •	<input type="checkbox"/> yes # _____	<input type="checkbox"/> no
	chairs •	<input type="checkbox"/> yes # _____	<input type="checkbox"/> no
	garbage receptacles	<input type="checkbox"/> yes # _____	<input type="checkbox"/> no
	electricity (sponsor supplies extension cords)	<input type="checkbox"/> yes # _____	<input type="checkbox"/> no

Bond certificate attached yes no

Comments:

- Please call the Common Council Central Staff at 851-4616 for written approval **for the use of Council Chambers**. Complete this form after permission is granted for Common Council Chamber use.
- Provide copies of all distribution materials.
- **Attach an event proposal/detail description of your event**
- A limited number of tables and chairs are available. It is the event organizers' responsibility to rent if we are unable to satisfy tabling request.

Applicant signature _____ date _____

Approval for use of City Hall space as stated above is hereby granted.

Commissioner of Public Works

date _____