

**2017 City of Buffalo Special Event Parade/Motorcade Permit:  
EVENTS MAY BE DENIED DUE TO THE FOLLOWING MISSING COMPONENTS:**

- ✓ Map of the route showing where volunteers are being placed (volunteers are needed at every intersection!)
- ✓ Route MUST be typed out, turn by turn, example: ● start at, ← left on, → right on... Ends at.
- ✓ **IF YOU PLAN TO RUN OR BIKE THROUGH ANY PARK, YOU MUST CONTACT ARLENE MUSTAFA AT 851.9670 OR VIA EMAIL AT [amustafa@city-buffalo.com](mailto:amustafa@city-buffalo.com) FOR A PARK USE APPLICATION and park use proposal form.**
- ✓ \$200.00 special event application and \$50.00 Parade application processing fee is payable to the City of Buffalo. **Separate checks are required, application and payment submission to 226 City Hall.**
- ✓ **If your event requires more than the 16 City of Buffalo donated manpower hours to maintain the safety of an event, your organization will be billed at an hourly rate of \$60.00/officer at a minimum 4 hour time units. The amount of officers needed will be determined by the Buffalo Police Department.**
- ✓ Insurance certificate naming the City of Buffalo as an additionally insured.
- ✓ Security plan demonstrating the closing streets, a map revealing the placement of barricades that you have rented and placement of volunteers, describe how will runners/walkers be kept safe.
- ✓ The start time *must* be absolute. Most weekends, more than one event is scheduled, therefore it is imperative that you start on time.
- ✓ Last minute route changes are not permitted, unless suggested by BPD.
- ✓ You must provide **WRITTEN notification to area businesses and residences 30-60 days before your event** (Also provide approximate time of closures or large traffic)
- ✓ **You must also provide alternate routing to volunteers and security that may be tasked with redirecting traffic**
  - ✓ Please include a cell number of the contact person on site during the event to be used by the Traffic Lieutenant on duty.
  - ✓ The completed application, along with the following listed below, must be turned in all at once.
- ✓ Is the route different from your last year application? Even if the route is the same as the previous year, all of the above **must be submitted every year.**

**THIS IS YOUR EVENT. WE ARE HERE FOR TRAFFIC CONTROL.**



Byron W. Brown  
Mayor

# CITY OF BUFFALO SPECIAL EVENT Parade/Motorcade Permit 2017

**Buffalo Police Dept Traffic Unit**  
 Commissioner Daniel Derenda  
 Contact Person Debbie Reilly  
 Location 226 City Hall  
 Phone 716-851-4411 / 851-4538  
 Fax 716-851-4510  
 Email dareilly@bpdny.org

**Do not advertise or publish event info prior to receiving route usage approval.**

If this event conflicts with another event, you will need to adjust your start time. The Traffic Control Unit needs minimum of 1 hour between events. Please ensure that at least 100 persons will participate in the event.

Waterfront routes subject to pre-approval (Erie St, Erie Basin Marina, Marine Dr, Lakefront Blvd) Usage – **Marina Manager @851-5238**

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

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

**Event Location** \_\_\_\_\_

**Date of event** \_\_\_\_\_ **Last year's date** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Mobile #** \_\_\_\_\_

**Email (required)** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Address** \_\_\_\_\_

street

city

state

zip

<b>Type of event</b>	<input type="checkbox"/> Race <input type="checkbox"/> Walk <input type="checkbox"/> Parade <input type="checkbox"/> Procession <input type="checkbox"/> Motorcade
<b>Distance of event</b>	_____ miles <b>Attach 2 detailed maps of the route.</b> (Submit both turn-by-turn typed out and computer generated map)
<b>How many will participate?</b>	_____ marchers/runners   _____ floats   _____ musical units _____ cars   _____ trucks   _____ other vehicles
<b>Location of formation</b> <b>Is route different from last year?</b>	_____ formation time _____ am/pm   actual start time _____ am/pm <input type="checkbox"/> yes <input type="checkbox"/> no
<b>Number of on-street volunteers</b>	_____ Attach safety plan showing street closings, barricade & volunteer placement. <b>(event organizer is responsible for barricades)</b>
<b>Neighborhood notice attached</b>	<input type="checkbox"/> yes <input type="checkbox"/> no   If yes, date distributed. _____ <b>(Mandatory for races using City streets.) (Permit will not be approved without attachment)</b>
<b>Insurance enclosed</b>	<input type="checkbox"/> yes <input type="checkbox"/> no

**Enclose processing fee of \$50.00 payable to the 'City of Buffalo'. Mail to the above address.**

\_\_\_\_\_  
Signature of Mayor, City of Buffalo

\_\_\_\_\_  
date

\_\_\_\_\_  
Signature of Captain

\_\_\_\_\_  
date



Byron W. Brown  
Mayor

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

# Special Events 2017

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

## Sponsor Pre- Event Accounting

**This form must be submitted along with the Motorcade/Permit 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) \_\_\_\_\_

If yes, how much? Per individual \_\_\_\_\_ Per Group \_\_\_\_\_

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** \_\_\_\_\_