



**CITY OF BUFFALO**  
 65 Niagara Sq 505 City Hall Buffalo, NY 14202  
**SPECIAL EVENT**  
**Park Use Permit**

<b>Division of Parks &amp; Recreation</b>	
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

**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 see back of this form and 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 #

**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 an insurance policy of general liability insurance and agrees to maintain said general liability insurance policy in force during the life of the permitted event. Said policy of insurance will 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 policy of general liability insurance coverage will be in the sum of at least \$1,000,000 per occurrence (or higher amount at the discretion of the City permitting office).

The City of Buffalo shall be named as certificate holder and shall also be named as an additional insured under the general liability insurance coverage (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 City may require that Buffalo Olmsted Park Conservancy be also added as an additional insured and as an indemnitee.

At its own expense, the PERMIT HOLDER shall defend any and all causes of action, lawsuits or claims brought against the CITY OF BUFFALO, its officers or employees.

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Name of Permit Holder

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Name of Signer

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Title (If Holder is not an individual)

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Mailing address (city, state, zip)

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Telephone number

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Signature

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Date