



CITY OF BUFFALO
 65 Niagara Sq 512 City Hall Buffalo, NY 14202
SPECIAL EVENT
Park Use Permit

Division of Parks & Recreation
 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

Please fill out the application and submit along with the Hold Harmless Form, your insurance certificate listing the City of Buffalo and the Olmsted Parks Conservancy as additional insured & a check in the amount of \$200 made out to the City of Buffalo. 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, an event proposal will be required. Contact Arlene Mustafa (851.9670/amustafa@city-buffalo.com) for further instructions before submitting this application). After Parks Committee Approval, you will then proceed with the official Special Events Application and additional approval process.

of participants _____ Building use: Yes: _____ No: _____ (Additional permit may be required)
 Organization _____
 Contact Person _____ Phone _____
 Address _____
 street address _____ city _____ state _____ zip _____
 Email _____ Fax _____

Park Special Event Permit Fees	
Daily	\$200
Seasonal (3 days or more)	\$500
Make check payable to 'City of Buffalo'	

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. Additionally, all embers and coals from grill must be watered and discarded in metal receptacle provided by the event organizer. 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 city park
 city Olmsted park
 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 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