



# Special Events Erie Canal Harbor/Canalside Application & Permit 2017

**Byron W. Brown**  
Mayor

**Location** Room 226  
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**Prior to submitting this application, contact Canalside** at (716)362.8370 or [info@canalsidebuffalo.com](mailto:info@canalsidebuffalo.com) to secure Canalside site usage permission. Applicant is also bound to the rules set forth by the Global Spectrum as the contracted public space manager.

Public assemblages, festivals, commercial activities, military and other parades at Canalside, not sponsored by the City of Buffalo, are prohibited except with the written permission of the Commissioner of Public Works. Signature on this application by the Commissioner constitutes permission to use Canalside pursuant to the terms and conditions established by the Commissioner and the rules and regulations established by the Office of Special Events". A full special events application and fees are also a requirement.

Adequate insurance or bond, approved as to form by the Corporation Counsel, must be obtained prior to the Commissioner issuing a permit. No standing, parking or driving on the lawn sections with the site. Private vehicles are not allowed on the wharf and/or grass areas. No defacing of railings, wharf, bridge or utility fixtures within the site. No drilling holes or spikes into the surface without prior approval. Tents and other structures may be placed using water barrels when placed on the lawn wharf, sidewalks and streets within the site or in the street adjoining the curb line. Signs or banners from lamp standards may be erected only upon written approval of the Commissioner. The event sponsor is responsible for set-up, take-down, and clean-up at direction of the site manager. Sponsor makes arrangements with Division of Streets for removal of solid waste from event.

**Name of Event** \_\_\_\_\_ **Application date** \_\_\_\_\_

**Nature of Activity** \_\_\_\_\_

**Sponsoring Organization** \_\_\_\_\_

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

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

street \_\_\_\_\_ city \_\_\_\_\_ zip \_\_\_\_\_

**E-mail** \_\_\_\_\_ **fax** \_\_\_\_\_

**Date of Event** \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
set-up \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
breakdown \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

<b>Use of bandshell</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Rental from Buffalo Parks 851-9670 or Erie Co 858-7037
<b>Street closing</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Permit required. City of Buffalo; 851-5366
<b>Barricades</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Event organizer is responsible for barricade rental
<b>Snow fencing</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Event organizer is responsible for fencing rental
<b>Traffic adjustment</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Event organizer must notify NFTA and BPD
<b>Tents or other structures</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Permit required. Buffalo Fire Prevention; fee applies
<b>Garbage receptacles</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Permit required. Buffalo Sanitation Dept; fee applies
<b>Electricity needed</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Sponsor supplies extension cords
<b>Banners from lamp stand</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Permit required. Traffic Engineering @8515366
<b>Water needed</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Hydrant permit required; fees; sponsor to supply hoses
<b>Insurance/bond attached</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Name City of Buffalo & Buffalo Place/Buffalo Place Foundation, Empire State Development, Erie Canal Harbor Development corporation as additional insured

**Applicant signature** \_\_\_\_\_ **date** \_\_\_\_\_

Approval for use of Erie Canal Harbor/Canalside as stated above is hereby granted.

\_\_\_\_\_  
Commissioner of Public Works \_\_\_\_\_  
date