



Byron W. Brown
Mayor

CITY OF BUFFALO
65 Niagara Sq. 606 City Hall Buffalo, NY 14202
SPECIAL EVENT
2020 Application

Contact Information

Coordinators Kerron Johnson & Danielle Rizzo
Location Room 606
Phone (716) 851-4004
Fax (716) 851-4080
Email: kjohnson@city-buffalo.com
drizzo@city-buffalo.com

Name of Event _____ **Today's Date** _____

Nature of Activity _____ **Year event began** _____

Sponsoring Organization _____

Organization Address _____
street city zip

Date(s) of Event _____

Opening date	_____	from	_____	to	_____	Day of week	_____
Closing date	_____	from	_____	to	_____	Day of week	_____
Set-up date	_____	from	_____	to	_____	Day of week	_____
Breakdown	_____	from	_____	to	_____	Day of week	_____

Contacts

1. Executive Director _____ phone _____
2. Financial Contact _____ phone _____
3. Event Chairperson _____ phone _____

Email (required) _____

Phone # during event _____

Location of Event **A detailed site-map describing name & address of facility, property, streets or areas that are part of event venue must be attached to application.**

Name of Facility/Property _____
Address _____
Street City Zip

Handicapped Accessibility ☐ yes ☐ no

Last Year's Event

Actual attendance	# _____	Average daily attendance	# _____	Approx. peak attendance	# _____
Total expenses	\$ _____	Total revenues	\$ _____		

This Year's Event

Estimate attendance	# _____	Estimate daily attendance	# _____	Estimate. peak attendance	# _____
Estimate expenses	\$ _____	Estimate revenues	\$ _____		
Volunteers/workers	# _____	Entry fee for event	☐ yes ☐ no		

Insurance

All events must obtain liability insurance policy in the amount of one million dollars (\$1,000,000.00), or a larger amount in the discretion of the City, with the City of Buffalo named as an additional insured.

1. Insurance Provider of Insured _____
2. Insurance Agency _____ Phone #: _____
3. Amt of Insurance Coverage \$ _____ Alcohol Insurance Coverage \$ _____

Application Processing Fee: \$200 per day payable to the 'City of Buffalo', plus additional labor fees if applicable.

**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

INFORMATION ABOUT THE PROPERTY FOR THE SPECIAL EVENT.

1. Property owner _____
2. Event on public property ☐ yes ☐ no
3. Event on private property ☐ yes ☐ no
4. Event will be held indoors ☐ yes ☐ no Certificate of Inspection (COI) license # _____
 If indoors, give full address of building _____

YOUR EVENT MAY REQUIRE LICENSES, PERMITS, OR OTHER SUPPORT SERVICES.

If YES, submit required permit application and/or fees.			
1	Fireworks	☐ yes ☐ no	Need permit: Bureau of Fire Prevention Room 321
2	Tent permit	☐ yes ☐ no	Need permit: Bureau of Fire Prevention Room 321
3	Alcohol served/sold	☐ yes ☐ no	Need Erie Co Dept of Health Permit if alcohol is served or sold. Need SLA approved license. Alcohol insurance also required.
4	Temporary food stands selling food - # of venders #_____ distribution only - # of venders #_____	☐ yes ☐ no	All food vendors need Erie Co Dept of Health Permit. Includes mobile units, food trucks, push carts. If selling food, need Temporary Stand license. Room 301
5	Non-food items for sale	☐ yes ☐ no	Exhibitor Stand if merchandise for sale. Room 301
6	Legalized gambling	☐ yes ☐ no	Need permit. Charitable gaming. Room 301
7	Amusement rides	☐ yes ☐ no	Need permit: Office of Licenses Room 301
8	Garbage totes	☐ yes ☐ no	Need permit: Dept of Public Works Room 113
9	Recycling totes	☐ yes ☐ no	Need permit: Dept of Public Works Room 113
10	Dumpsters	☐ yes ☐ no	Event producer must rent from service provider.
11	Portable lavatories handicap accessible ☐ yes number provided # _____	☐ yes ☐ no ☐ yes ☐ no	Name of service provider: _____ Attach map of lavatory locations.
12	Barricades	☐ yes ☐ no	Event producer must rent from service provider. If renting from City of Buffalo. Organizer is responsible for pick up and delivery.
13	Snow fencing	☐ yes ☐ no	Event producer must rent from service provider.
14	Park Permit Playing field ☐ yes ☐ no Band wagon (mobile stage) ☐ yes ☐ no	☐ yes ☐ no ☐ yes ☐ no ☐ yes ☐ no	Need permit. City of Buffalo Parks Dept Room 505 Contact Arlene 851-9670/amustafa@city-buffalo.com
15	Security Private ☐ yes ☐ no Volunteers ☐ yes ☐ no City ☐ yes ☐ no Other ☐ yes ☐ no	☐ yes ☐ no ☐ yes ☐ no ☐ yes ☐ no ☐ yes ☐ no	For any YES: Notify Police district(s) near event. Attach correspondence. Attach copy of event security arrangements including vendor contact information. Within contract include a detailed security plan reflecting number of personnel, hours and locations. Organizer is responsible for BPD manpower hours if required.-See Fee Schedule
16	Parking Provisions 'No Standing Signs' ☐ yes ☐ no Parking enforcement/Towing ☐ yes ☐ no Valet services provided ☐ yes ☐ no	☐ yes ☐ no ☐ yes ☐ no ☐ yes ☐ no ☐ yes ☐ no	Need permit for 'no standing signs'. Parking arrangements: Use attachment to describe use of ramps/lots for other designated parking.

17	Street Closing ☐ yes	☐ no	See application for Police Department approval. Attach detailed map of proposed closings. Requires a minimum of 30 days to process.
18	Traffic Control ☐ yes Road race/run/walk ☐ yes Parade or march ☐ yes Motorcade ☐ yes	☐ no ☐ no ☐ no ☐ no	See Motorcade/Parade Application. Attach map of proposed race route. – Manpower hours are \$65.00 hour at a minimum of 4 hours-See fee schedule Waterfront routes subject to pre-approval (Erie St, Erie Basin Marina, Marine Dr, Lakefront Blvd) Usage - contact special events @ 851-6508. Written Notification to area business and residences required after route approval 60-90 days before event execution.
19	NFTA notice ☐ yes	☐ no	Attach copy of correspondence to NFTA
20	Banner Signage (over street) ☐ yes Flags installed on lampposts ☐ yes	☐ no ☐ no	Need permit (includes hanging banners overhead). Prior to installation, anything attached to a lamppost needs approval by the City of Buffalo Street Lighting Dept. Call 851-5362.
21	City Furnished Utilities ☐ yes electric ☐ yes water/hydrants ☐ yes lighting in parks ☐ yes other (specify) ☐ yes	☐ no ☐ no ☐ no ☐ no ☐ no	Contact Dept of Public Works Room 502
22	Emergency Services Plan – list provider: EMT's licensed by City/Buffalo ☐ yes Vehicles licensed by City/Buffalo ☐ yes	☐ no ☐ no	Events over 1500 attendance require a contract with licensed emergency services provider. Also, alert fire department (716.851.5333x 319) for recommendation of emergency protocols. Attach a copy of event emergency arrangements. Include vendor contact information & copy of contract outlining detailed transport plan reflecting number of personnel, hours and locations.
23	NYS Health Dept Public Gathering Permit Part 18 ☐ yes	☐ no	Provide application & permit when received. For gatherings of 5,000+ persons at any one time.
24	Other ex. skydiving, balloon rides, etc. ☐ yes	☐ no	Specify need

Fire Department Data

List names and addresses of event committee members.

List names, addresses and contacts of all corporate and other sponsors.

- Closed streets and location of barricades.** Provide map. (*City of Buffalo does not provide barricades*)
Streets closed between _____

- Hydrants** They may not be blocked by any vehicle or concession.

Location: _____
Location: _____

- Concessions using cooking facilities.** Fuel containers must be approved of type.

Location _____ type of fuel _____

- Request for Fire Apparatus:** In case of emergency, fire apparatus may respond within the barricade area.

Apparatus _____ location _____ time _____
Tent date(s): _____ location(s): _____



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65 Niagara Sq, Room 606 Buffalo, NY 14202

Special Events 2020

Contact Information

Coordinators	Kerron Johnson & Danielle Rizzo
Location	Room 606
Phone	(716) 851-6508
Fax	(716) 851-4080
Email:	kjohnson@city-buffalo.com drizzo@city-buffalo.com

Sponsor Pre- Event Accounting

This form must be submitted along with the Special Event 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) _____ Website address _____

If yes, how much? Per individual _____ Per Group _____

Per Vendor _____

Per Motorcade/March Participant _____

Income from sponsors last year? \$ _____

Gross income received from last year's event \$ _____

Total expenses for event last year \$ _____

Net income (surplus/deficit) \$ _____

Please describe the anticipated 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 _____



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CITY OF BUFFALO

2020

SPECIAL EVENTS

WEBSITE CALENDAR

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drizzo@city-buffalo.com

Please complete and return this form along with your application. Completion of this form will publicize your event that has been submitted to the Special Events Advisory Committee and assist others to avoid your date and/or site. Your event will be posted after approved by the S.E.A.C.

E-mail, mail or fax to:

Office of Special Events
65 Niagara Square Room 606
Buffalo, NY 14202
Fax: 716-851-4080
kjohnson@city-buffalo.com
drizzo@city-buffalo.com

1. Name of Event _____

2. Purpose of Event _____

3. Sponsoring Organization _____

4. Location of Event _____

5. Participants expected # _____

6. Date(s) of Event _____

Date	_____	start time	_____	close time	_____
Date	_____	start time	_____	close time	_____
Date	_____	start time	_____	close time	_____
Date	_____	start time	_____	close time	_____

7. Contact Person _____

8. Phone _____

9. Fax _____

10. Email _____

Comments: _____

I understand and agree completion of this application gives permission to the City of Buffalo to publicize the above event information on the City of Buffalo website.

Applicant Signature _____ Date _____



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SPECIAL EVENTS

Mayor Byron W. Brown 2020 Fee Schedule

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APPLICATION FEE	\$200 per day	includes runs, walks, races, festivals, any like event series.
Seasonal events	\$500	per event series (<i>an event series is considered 3 days or more</i>)
Amusement rides		as determined in Office of Licenses room 301
Bell jar ticket license	\$25	Room 301-Department of Licensing
Exhibitor vendor	\$35	only when selling merchandise
Food vendor	\$40	only when selling food (plus Erie Co Health permit)-
Fireworks		Department of Licensing - 851-4078, then Fire Prevention 851.5707
Garbage totes	\$10	per tote, includes delivery & pick up
Hydrant fee	\$126.50 \$100 \$126.50	daily fee; \$294 weekly; \$843 monthly 'back flow preventer' use fee for civic groups only pump out fee between Nov 1 & April 1 only
City Hall	\$50	per day
Lafayette Square	\$200.00	per day
Niagara Square	\$200.00	per day
Liquefied petroleum gas	\$25.00	per vendor, tank, location (Fire Prevention)
Motorcade police permit	\$50.00/application processing	for race, run, walk, parade, etc.- \$65.00 hourly fee per officer
BPD Labor	\$65.00/hour/officer	Staffing requirements will be determined by the Buffalo Police Department –See above
'NO parking signs'	30¢	per placard
Street closing (per day)	\$50 \$30 \$24	first block each successive block
Neighborhood block party		
Tent permit	\$25 \$250	per tent blanket permit rate for 11 or more tents
Utilities		payment directly to affected department or utility provider
Barricade Labor Fees	TBD	Barricade Drop off and Pick up