



# Special Events Niagara Square Application & Permit 2018

**Byron W. Brown**  
Mayor

<b>Location</b>	Room 226
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	Initial    Date
Mayor's Office	_____
Special Events	_____
Building Superintendent	_____

Public assemblages, festivals, commercial activities, military and other parades in Niagara Square, not sponsored by the City of Buffalo, are prohibited except with the written permission of the Commissioner of Public Works, pursuant to City Code #309-2. Signature of this application by this Commissioner constitutes permission to use the Square pursuant to the terms and conditions established by the Commissioner, the City Charter and Code, and the rules and regulations established by the Commissioner. "Special Events", as defined in Ch. 414 of the City Code, in the Square must comply with the provisions of that Charter.

**Private/event vehicles are not allowed on pavement in Square except to load and unload.** No standing, parking or traversing the lawn sections or flower beds, fountain, monument, or benches within the Square. No defacing of monument, plants or utility fixtures within the Square. No drilling holes or spikes into the Square surface without prior approval. Tents and other structures may be placed with foot base supports when placed on the path within the Square or in the street adjoining the curb line. Signs or banners from lamp standards may be erected upon approval of Department of Public Works. The event sponsor is responsible for set-up, take-down, and clean-up at direction of Dept of Public works. Sponsor makes arrangements with Division of Streets for removal of solid waste from event.

**Name of Event** \_\_\_\_\_ **Application Date** \_\_\_\_\_

**Nature of Activity** \_\_\_\_\_ **Estimated Participant #** \_\_\_\_\_

**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> (mobile stage)	<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; 716.851-5366
<b>Barricades</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	<b>Organizer is responsible for rental and delivery of barricades</b>
<b>Snow fencing</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	
<b>Traffic adjustment</b>	<input type="checkbox"/> no	<input type="checkbox"/> yes	Organizer is responsible for notifying Police
<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 @851.5366
<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 as additional insured

**\*\*\*\*\*ATTACH A DETAILED PROPOSAL/DESCRIPTION OF YOUR EVENT\*\*\*\*\***

**PLEASE PROVIDE COPIES OF ANY DISTRIBUTION MATERIALS BEFORE CIRCULATION TO THE PUBLIC**

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

Approval for use of Niagara Square as stated above is hereby granted.

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

**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(must be the same as the insured)

\_\_\_\_\_  
Name of Signer

\_\_\_\_\_  
Title (If Holder is not an individual)

\_\_\_\_\_  
Mailing address (city, state, zip)

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date