



**CITY OF BUFFALO
CITY HALL
SPECIAL EVENT
2018 Application**

Office Use Only		
	Initial	Date
Mayor's Office	_____	_____
Special Events	_____	_____
Building Superintendent	_____	_____

Byron W. Brown
Mayor

Name of Event _____ Application Date _____

Nature of Activity _____

Sponsoring Organization _____

Contact Person _____ Phone _____

Address _____

street _____ city _____ zip _____
Email _____ Fax _____

Date of Event _____

Date of event _____ from _____ to _____
Set-up _____ from _____ to _____
Breakdown _____ from _____ to _____

Space requested	Front Floor Lobby	<input type="checkbox"/> yes	<input type="checkbox"/> no
	Basement Lobby	<input type="checkbox"/> yes	<input type="checkbox"/> no
	Observation Deck	<input type="checkbox"/> yes	<input type="checkbox"/> no
	Portico & Steps	<input type="checkbox"/> yes	<input type="checkbox"/> no
	Council Chambers ★	<input type="checkbox"/> yes	<input type="checkbox"/> no

Materials requested	tables •	<input type="checkbox"/> yes # _____	<input type="checkbox"/> no
	chairs •	<input type="checkbox"/> yes # _____	<input type="checkbox"/> no
	garbage receptacles	<input type="checkbox"/> yes # _____	<input type="checkbox"/> no
	electricity (sponsor supplies extension cords)	<input type="checkbox"/> yes # _____	<input type="checkbox"/> no

Bond certificate	attached	<input type="checkbox"/> yes	<input type="checkbox"/> no
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Comments:

- Please call the Common Council Central Staff at 851-4616 for written approval ***for the use of Council Chambers**. Complete this form after permission is granted for Common Council Chamber use.
- Provide \$50.00 Processing fee.
- Do not distribute event information before application approval.
- **Attach an event proposal/detail description of your event.**
- A limited number of tables and chairs are available. It is the event organizers' responsibility to rent if we are unable to satisfy tabling request.

Applicant signature _____ date _____

Approval for use of City Hall space 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

Name of Signer

Title (If Holder is not an individual)

Mailing address (city, state, zip)

Telephone number

Signature

Date