

NOTEDAMAGE TO PARK LANDSCAPE IS PROHIBITED, INCLUDING DRIVING ON GRASS OR PAVEMENT. IN ADDITION, WALKATHONS SHALL BE LIMITED TO THE PARK PAVEMENT AND SHALL AVOID ANY AND ALL UNPAVED PATHS, LAWNS OR LANDSCAPED AREAS******



**Office of the City Clerk
Room 202 – City Hall
Albany, New York 12207
(518) 434-5090
(518) 434-5081 (fax)**

Participants 25-49	\$27.50
50-2499	\$55.00
2500 or more	\$275.00
Riverfront Park	\$500.00
Lake House Rental	\$250.00
Bus Parking (per bus)	\$50.00
Open Container Permit	\$11.00
50% Surcharge for Washington Park Events \$ _____	
EFF (9-5-07)	

Special Event & Facility Use Permit Application

Please complete this application and submit it to the City Clerk's Office **NO LESS THAN 20 DAYS PRIOR TO THE EVENT**. An incomplete application or one submitted without the permit fee will not be accepted. All events require a \$1 million general liability insurance policy naming the City of Albany as an additional insured party and must be submitted prior to the issuance of a permit. The insurance requirement may be waived if the event is co-sponsored by the City of Albany. If Police, Fire and/or General Services are required, costs will be the responsibility of the applicant/permit holder and organization. The applicant/permit holder is obligated to adhere to all rules and regulations detailed in the Code of the City of Albany.

Public Gathering (up to 25 attendees)	<input type="checkbox"/>	Washington Park Lake House	<input type="checkbox"/>
Large Group Event (26 to 50 attendees)	<input type="checkbox"/>	Riverfront Park (includes Amphitheater)	<input type="checkbox"/>
Large Group Event (50+ attendees)	<input type="checkbox"/>	Exact Location or City Park (please specify):	<input type="checkbox"/>
<div style="border: 1px solid black; padding: 5px;"> 50+ attendees requires notification to temporary street closures or parking restrictions (EFF 9/5/07) </div>		_____	

Date of Application: _____ **Fee (see schedule) \$** _____
PLEASE SEE REVERSE FOR WAIVER OF FEE RULES

Applicant's Name: _____
(Applicant will serve as contact & permit holder – must be on site and in possession of permit during entire event)

Organization: _____

Federal Tax I.D. # _____ **Not-for-Profit?** Yes No

Address: _____
(STREET) (CITY) (STATE) (ZIP)

Phone: _____
(APPLICANT) (CELL # OF ON SITE CONTACT) (FAX) (EMAIL)

Title of Event: _____ **Date of Event** _____

Number of Attendees?

WE RESERVE THE RIGHT TO REQUIRE ADDITIONAL FEES FOR ADDITIONAL ATTENDEES!

*****Time of Event:** _____ to _____ / _____
(set-up) (breakdown)

*****In parks bounded by residential neighborhoods, the proposed activity will not include outside electronic amplification before the hour of 10:00 a.m. or after the hour of 6:00 p.m., or for activities at the Washington Park Lake House after the hour of 11:00 p.m.**

***5000+ attendees require you to obtain NYS Department of Health Part 18 Permit (518) 473-3600.**
Purpose & Explanation of Event (if applicable, attach map of proposed event route): _____

Will this event be catered? Yes No **If yes, Name:** _____ **Phones:** _____

Will alcoholic be SERVED? Yes No **Will alcoholic beverages be SOLD?** Yes No

- If alcohol will be served, an Open Container Permit Application must accompany this application.
- If alcohol is to be sold, the caterer MUST provide a NYS Liquor Authority Permit to the City of Albany; call 474-3115 SLA

Note: The Application is NOT approved until all City departments have signed off on the application, and a numbered and signed permit has been issued BEFORE the event.

The application fee *may* be waived when the event is co-sponsored by the City of Albany, or in the event of a block party, if a Council member co-signs the application. Block parties are often held by neighborhood associations, and generally do not entail more than 50 people and do not involve the outlay of public safety resources other than barricading streets.

If the event entails a peaceful demonstration such as a march, parade, or protest, you may be entitled to the application fee being waived. A written statement, signed under penalty of perjury, must be submitted stating that the filing fee would impose an undue financial burden on the applicant.

STATE OF NEW YORK)
) SS.:
COUNTY OF ALBANY)

The undersigned, being duly sworn, hereby states:

I _____, the _____ of the organization stated on the reverse side of this application, state under penalty of perjury, that the application fee for the event scheduled for _____ would impose an undue financial burden, and hereby request that the application fee be waived.

In witness thereof, I have hereunto set my hand this _____ day of _____, 20__

Sworn to before me this _____ day of _____, 20__

NOTARY PUBLIC

SERVICES:

Applications require the review and approval of the Departments of Police, Fire and General Services to issue a permit. If the review determines costs will be incurred to effectuate the event, the applicant will be notified of estimated costs and all costs would be the responsibility of the applicant/permit holder.

POLICE SERVICES:
 Will the event require Traffic Control? _____
 (If yes, provide a brief explanation)
 Will the event require Crowd control? _____
 (If yes, provide a brief explanation)
 Will the event require Parking Restrictions? _____
 (If yes, provide brief explanation of area including address where parking will be restricted)
 Will buses transport participants? No _____ Yes _____, if yes, How many? _____
 (Before a permit is issued you must contact the Albany Police Department Traffic Safety Division, 518.458.5675 to arrange bus parking)
 Will Event require security? Yes _____ No _____ If Yes, Who? _____
 If APD Personnel is required, please complete the attached Detail application and return, a representative from APD will contact you regarding APD staff requirements depending upon the size of the event.

GENERAL SERVICES:
 Describe how the event site will be cleaned and the premises restored: _____
 Will event require barricades: _____
 If yes, describe location for placement of barricades and at what Intersections

FIRE SERVICES:
 Will the event require dedicated EMS* or Fire Suppression** units? No _____ Yes _____
 (*Mandatory for Part 18 Permits / ** mandatory for fireworks)
 If you are requesting to utilize fireworks for the event, provide the proposed information:

 Exact Location Start Time / End Time

NOTE: The City of Albany does not provide any of the items below, including trash receptacles. You may use private rental companies. For the purposes of public safety, the City of Albany reserves the right to decline the use of certain equipment. Describe the equipment, furniture and supplies you will be bringing to the event site:
 SOUND _____ GENERATOR & CORDS _____
 CHAIRS _____ TABLES _____ PORTABLE RESTROOMS _____
 STAGES _____ LIGHTING _____
 TENTS _____ OTHER _____
THE CITY OF ALBANY DOES NOT PROVIDE POWER. YOU MUST MAKE YOUR OWN ARRANGEMENTS.
 ***In parks bounded by residential neighborhoods, the proposed activity will not include outside electronic amplification before the hour of 10:00 a.m. or after the hour of 6:00 p.m., or for activities at the Washington Park Lake House after the hour of 11:00 p.m.

Unless the event is sponsored by the City of Albany, you will be required to provide a Certificate of Insurance verifying a \$1 million general liability insurance policy naming the City of Albany as an additional insured party. In the space below please provide information about the insurance agency:

Agency Name	Phone #	Contact/Agent

- By signing this application, I agree I will be the permit holder should a permit be issued and will be responsible for:
- Possession and display of permit at event site;
 - Providing supervision at the event;
 - Orderly conduct of participants and spectators;
 - Payment for any damages to site or facility; including damage to park grounds, lawns, or landscaping
 - Payment of all fees and charges; unless application fee waiver applies.
 - Payment of all Police, Fire and General Services provided;
 - Parking in legal, approved area;
 - Maintenance and clean-up of event area;
 - Adherence to all conditions listed on the permit without limitations; AND
 - I am aware that any violation of these provisions or non-compliance with NYS Law or City of Albany Code is grounds for immediate revocation of permit and cancellation of event.
 - I understand I will be charged additional fees for additional attendees!

Signature _____

Date _____

Print Name _____

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