



CITY OF ALBANY
OFFICE OF THE CITY CLERK
CITY HALL, ROOM 202
ALBANY, NEW YORK 12207
TELEPHONE (518) 434-5090
FAX (518) 434-5081

CITY HALL ROTUNDA USE APPLICATION

Daytime/Weekday Fee: (9am – 6pm) \$150.00
Evening/Weekend Fee: (after 6pm) \$350.00

Please complete the following in its entirety and return to the City Clerk's Office at least 20 days prior to your event. Rotunda rental privileges are reserved for not-for-profit organizations. **No group/organization is permitted to sell any type of goods/items in the Rotunda.** A fee of either \$150.00 or \$350.00 is to be submitted upon approval of this application. The earliest a caterer can begin setting up is 4pm and alcohol cannot be served until 6pm on business days. Rotunda use permits are for reserving the space/rotunda of City Hall only. Groups are responsible for providing and setting up their own equipment. Once approved, a preferred vendor list is available upon request. This list will provide vendor contact information that could supply equipment needed for your event.

Date: _____

Applicant's Name: _____
(Responsible person filing application – must be on site during permit hours)

Organization: _____

Address: _____
(Street) (City) (State) (Zip)

Phone: _____
(Day) (Evening) (Fax)

Email _____

Title of Event: _____

Date of Event: _____ Time: _____ - _____ / _____
(Event Start) (Event End) (Set-up & breakdown)

Number of Expected Attendees: _____ (rotunda capacity is 250)

Purpose and Explanation of Event: _____

Will this event be catered? ___ yes ___ no

(Caterer's name) (Address) (Phone)

Will alcoholic beverages be served? ___ Yes ___ no sold? ___ yes ___ no
(If alcoholic beverages are being sold, the Caterer must provide a NYS Liquor Authority Permit to the City of Albany with this application.)

NOTE: The supplies listed below are the ONLY items the City of Albany provides based on availability.
Equipment Requested:

General Public

(Please indicate number requested)

Trash Containers: _____ Tables: _____ (6ft or 8ft) Chairs: _____

Groups must supply their own equipment. Please indicate what equipment you will be bringing to the event.
For example: Extension cords, P.A. System, Projector and Screen etc.

How will the site be cleaned following the event? _____

Are you requesting the City of Albany Podium* for this event? ___ yes ___ no

*This must be a City of Albany affiliated event and podium is based on application approval and availability. Please explain the nature of the City's participation/affiliation (department & contact):

City of Albany Employees / Department Events ONLY:

(Please indicate number needed)

Podium _____ PA System _____ TV _____ Projector and Screen _____

Extension Cords _____

I am aware as the applicant of this permit that I am responsible for:

- possession of the permit at the site
- supervision at the event
- orderly conduct of participants and/or spectators
- maintenance and clean up of event area
- payment for any damages to facility and/or equipment
- paying all fees and charges
- Adhering to all conditions and limitations on the permit including, but not limited to, facility and space to be used, duration of use, and presence of responsible person as named on this application.

Signature

Date