



CITY OF ALBANY  
OFFICE OF THE CITY CLERK  
CITY HALL, ROOM 202  
ALBANY, NEW YORK 12207  
TELEPHONE (518) 434-5090  
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### CITY HALL ROTUNDA USE APPLICATION

Daytime Fee: (9am – 6pm) \$150.00  
Evening Fee: (after 6pm) \$300.00

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 cater can begin setting up is 4pm and alcohol cannot be served until 6pm on business days.

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 needed)

Trash Containers: \_\_\_\_\_ Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_

**City Co-Sponsored Events**

(Please indicate number needed)

Podium \_\_\_\_\_ PA System \_\_\_\_\_ TV \_\_\_\_\_ Projector and Screen \_\_\_\_\_

Extension Cords \_\_\_\_\_

A preferred vendor list will be available upon approval and request. This list will provide vendors that would supply additional equipment needed for your event.

Please indicate what equipment you will be bringing to the event: \_\_\_\_\_  
\_\_\_\_\_

How will the site be cleaned following the event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_