



# City of Albany

## Special Event Permit Application Process

### Overview

A Special Event Permit is required if your gathering has one or more of the following elements:

- 50 or more participants
- Use of amplified sound
- Selling and/or distributing food, goods or merchandise (this includes exercise classes or boot camps)
- Liquor
- Tents
- Any Inflatable
- Stages
- Walk/Run Event
- Specific location reservations
- Planned demonstration

### Permit Process

1. Choose a specific location and date for your event. You are encouraged to choose an alternative location and/or date in the event that your first choice is not available. If you are unsure whether or not a permit is required for your event, please refer to the list above or call the City Clerk's Office at (518) 434-5090.
2. Complete all sections of the City of Albany Special Event / Facility Use Application. All proposed activities and events are subject to the approval of the City of Albany Special Events Committee.
3. Submittal of an application does not grant you a permit or confirmation to conduct your planned event; all applications are subject to review. Completed applications with appropriate fees and requested documentation/information must be submitted at least 30 business days prior to your event, otherwise late fees may apply.

Please note: Only applications delivered in person to City Hall Room 202 will be processed on January 2, beginning at 9:00 a.m. Applications submitted by mail, e-mail and fax, and all applications received prior to 9:00 a.m. on January 2, will not be processed until after January 2, 2014. The City Clerk's Office cannot guarantee that all applications received prior to January 2, at 9:00 a.m. will be processed in the order received. Furthermore, only completed applications submitted with the application fee and all other applicable fees will be processed.

4. The City of Albany City Clerk's Office processes applications for permits in order of receipt (excludes historically established events). The City Clerk's Office will not consider your submittal without a completed application and an application fee and all other applicable fees.
5. Upon receiving your completed application, application fee and all other applicable fees, you will be informed of any remaining fees that must be paid along with any additional documentation requirements. The City of Albany reserves the right require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, cosponsors, event participants, event vendors, event activities, or the event itself. Moreover, the City of Albany may postpone approval of event permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of your permit.
6. Some applicants may be required to submit documents to satisfy insurance requirements. A **Certificate of General Liability Insurance** in the amount of \$1,000,000 naming the City of Albany as "additional insured" is required. Also included

should be the set up and tear down dates. Your permit will not be issued until the Certificate of Insurance has been received and approved.

7. Applicants are required to inform the City Clerk's Office in writing of any and all amendments to the original application and/or cancellation prior to the event day.

8. Once all of the requirements have been fulfilled, including receipt of all documents and full payment, a Special Event Permit will be issued if the Special Events Committee has approved the application (event) with 15-20 business days, unless otherwise stated.

9. Please note: Costs incurred promoting and marketing events prior to the issuance of an approved City of Albany Special Event Permit, and changes/modifications relative to the event from the City of Albany and/or the Mayor's Office of Special Events and other City of Albany departments is at the sole expense and risk of the Event Organizer and/or Applicant. The applicant is also required to provide recycling to attendees for events where trash is generated.

Submit the completed Special Event Permit Application to:

City Hall - 24 Eagle St., Room 202  
Albany, NY 12207  
Telephone: (518) 434-5090  
Fax: (518) 434-5081



City of Albany

Special Events Application

For Official Use ONLY (time stamp)

Total Cost: \$ \_\_\_\_\_

Residency verified  Yes  No

Driver's License #: \_\_\_\_\_

This event is LATE add \$40.00 late fee

**Step 1 - Event Information**

Name of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Specific Location Requested: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Set-Up Date/Time: \_\_\_\_\_ Breakdown Date/Time: \_\_\_\_\_

Hours of Event, If Athletic Event or Parade, Please Include Step off Time: \_\_\_\_\_

Alternate Date(s) and Location(s): \_\_\_\_\_

Estimated Attendance (Crowd Size):

People Will Alcohol Be Severed? No Yes

Name of Individual or Organization: \_\_\_\_\_

Non-Profit – If Yes, please verify status: No Yes If Yes, Tax ID# \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Street Address (PO BOX Not acceptable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

On site Contact on Event Day: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Please describe how the event will be cleaned and restored: \_\_\_\_\_

Will this event require barricades? \_\_\_\_\_

(If yes, provide a location for placement of barricades and at what intersection)

## Step 2 - Additional Information – Privately Supplied Equipment

### Amplified Sound

*Any amplified sound is subject to the City of Albany Noise Ordinance*

List Hours (no electronic amplification may be used before 10 am and after 6 pm) (inside the Washington Park Lake House electronic amplification must cease by 11pm): \_\_\_\_\_

Vendor /Contractor providing the service: \_\_\_\_\_

### Stages

If you are planning to utilize staging, please describe: \_\_\_\_\_

Quantity: \_\_\_\_\_ Sizes: \_\_\_\_\_

Vendor/Contractor providing the service: \_\_\_\_\_

### Tents

If you are planning to erect tents or canopies, please describe (No stakes can be used to secure the tent, only weights can be used to secure the tent)

Description: \_\_\_\_\_

Quantity: \_\_\_\_\_ Sizes: \_\_\_\_\_

Vendor/Contractor providing the service: \_\_\_\_\_

### Inflatable Devices (bouncy bounces, etc.)

If you are planning to have any inflatable device, please describe (No stakes can be used to secure the inflatable devices, only weights can be used to secure the device). These are only permitted for b

Description: \_\_\_\_\_

Quantity: \_\_\_\_\_ Sizes: \_\_\_\_\_

Vendor/Contractor providing the service: \_\_\_\_\_

## Step 3 - City Equipment and Department / Services Requested (applicant is responsible for all fees incurred)

**NOTE: no electronic amplification may be used before 10 am and after 6 pm in parks bounded by residential neighborhoods, or for activities and events at the Washington Park Lake House after the hour of 11 pm.**

**Barricades** (Metal- Bike Rack Style; 8 feet long) Linear Feet Needed: \_\_\_\_\_

**Street Cleaning** (Please specify before, after, or both) \_\_\_\_\_

**Trash / Recycling Pickup** (Please specify before, after, or both) \_\_\_\_\_

**Trash Bins** Quantity: \_\_\_\_\_  **Recycling Bins** Quantity: \_\_\_\_\_

**Electrical Power** (electrical drop)

Drops needed: \_\_\_\_\_

**Albany Fire Dept. EMS Coverage** (EMS coverage required if expected attendance is greater than **1,000 people**)

**POLICE SERVICES:**

Will this event require **Traffic** Control? \_\_\_\_\_

(If yes, provide a brief explanation)

Will this event require **Crowd** Control? \_\_\_\_\_

(If yes, provide a brief explanation)

Will this event require Parking Restrictions? \_\_\_\_\_

(If yes, provide a brief explanation of area including streets and addresses where parking will be restricted)

**FIRE SERVICES:**

Will this event require dedicated EMS\* or Fire Suppression\*\* units?

YES

NO

(\*Mandatory for Part 18 Permits (over 5,000 people) / \*\*Mandatory of fireworks)

Fees are based on EMS and Fire Suppression Services billing period beginning half an hour before on site time and ending half an hour after leaving scene. If you are requesting to utilize fireworks for an event, provide the necessary information below:

**Exact Location**

**Start Time / End Time**

**PART 18:** Please visit the New York State website, listed below, for information pertaining to a Part 18 Permit.

<http://www.health.ny.gov/professionals/ems/part18.htm>

#### Step 4. Read

**NOTE:** Applicant is solely responsible for costs incurred for City services rendered for each event. No alcohol is permitted without the approval of an Open Container Permit. A copy of the permit must remain on-site for inspector's review.

Applicants must apply with the City of Albany, Albany County and/or the State of New York for alcohol, merchandise vending, food vending, and other sampling.

The City is unable to provide amenities such as port-a-johns/portable washrooms, tables, chairs, or medical services (other than EMS). The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes, and any medical needs for the event at the applicant's expense. The applicant is also required to provide recycling to attendees for events where trash is generated. Failure to adequately provide such amenities could result in the event applicant(s) or coordinator(s) inability to hold future events in the City of Albany.

Special Events cancellations or cancellation of requested services must be made in writing ten days prior to the event. Failure to provide written verification may result in the sponsor(s) being required to reimburse the City of Albany for the agreed upon services. A certificate of insurance must be delivered to City of Albany, City Clerk's Office, 24 Eagle Street Room 202, Albany NY 12207. The certificate must evidence General Liability Insurance, with a \$1,000,000.00 limit of liability, naming the City of Albany, its officers, agents, and employees as additional insured, while specifically referencing the scheduled event. Each vendor or contractor must provide proof of insurance.

#### Step 5. Complete, Sign, and Date

By signing and submitting this Special Events Application, the sponsoring organization agrees to indemnify, defend and hold harmless the City of Albany and it's officers, employees, and agents from and against any and all loses, costs (including but not limited to, litigation costs and attorney fees) claims, suits, actions damages, liability and expenses occasioned wholly or in part by Event sponsor's act or omission or negligence or fault or the act or omission or negligence or fault of Event sponsor's agents subcontractors suppliers, employees or servants in connection with the Permit.

Legal Name of Organization (if applicable): \_\_\_\_\_

Authorized Signer (print name) and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_