



City of Albany

2019 SPECIAL EVENT

APPLICATION & USAGE FEES

NO APPLICATION IS CONSIDERED COMPLETE UNTIL THE REQUISITE APPLICATION FEE IS SUBMITTED TO THE CITY CLERK'S OFFICE

PLEASE SUBMIT PAYMENT TO:

CITY CLERK'S OFFICE, 24 EAGLE STREET, ROOM 202, ALBANY, NY 12207

APPLICATION FEES

(Non-refundable) (unable to be waived*)

Must be received by the City Clerk's Office at least 30 days prior to the proposed event

Late Application Fee (Unable to be waived)

(Fee imposed if the application is submitted to the City Clerk's Office less than 30 days prior to the earliest scheduled event date)

*Applications for demonstrations, marches, parades or protests may be granted an application fee waiver pursuant to Section 251-26 of the City Code if requested

Participants 1-25	\$0 (notice to the Clerk's Office)
Participants 26-49	\$27.50
Participants 50-2499	\$55
Participants 2500 or more	\$275

Washington Park Additional Surcharge Fee (50%)

Participants 1-25	<u>\$0</u>
Participants 26-49	<u>\$13.75</u> + \$27.50 = \$41.25
Participants 50-2499	<u>\$27.50</u> + \$55.00 = \$82.50
Participants 2500 or more	<u>\$137.50</u> + \$275 = \$412.50

\$40.00

USAGE FEES

Lincoln Park Bowl & other park venues

Four (4) hour permit (\$25.00 per hour over 4 hours)
 (picnic areas may not be reserved)
 (athletic events must be reserved through the Department of Recreation by calling (518) 434-5699 or emailing recreation@albanyny.gov)

	Non-Profit/ Resident	Commercial/ Non-Resident
Participants 1-49	\$30	\$60
Participants 50-150	\$50	\$100
Participants 151-300	\$100	\$200
Participants 301-500	\$200	\$350
Participants 501-2,500	\$300	\$500

Washington Park

Four (4) hour permit (\$25.00 per hour over 4 hours)
 (picnic areas may not be reserved)

	Non-Profit/ Resident	Commercial/ Non-Resident
Participants 1-49	\$75	\$150
Participants 50-150	\$125	\$200
Participants 151-300	\$200	\$350
Participants 301-500	\$300	\$500
Participants 501-2,500	\$500	\$1000

<p>Corning Preserve – Walks/Runs Four (4) hour permit (\$25.00 per hour over 4 hours) (does not include Jennings Landing) Barricades or other closures may add additional costs</p>	Participants 1-49 Participants 50-150 Participants 151-300 Participants 301+	Non-Profit/ Resident \$50 \$100 \$150 \$200	Commercial/ Non-Resident \$100 \$150 \$200 \$300
<p>Jennings Landing Four (4) hour permit (includes amphitheater and path) (\$25.00 per hour over 4 hours) (Fee includes the use of the restrooms on or around May 15 to October 1)</p>	Participants 50-200 Participants 201-500 Participants 501-1000 Participants 1000+	Non-Profit/ Resident \$300 \$500 \$750 \$1000	Commercial/ Non-Resident \$500 \$800 \$1100 \$1500
<p>Washington Park Lake House Four (4) hour permit (Capacity level dependent upon event type) (Fee includes the use of the restrooms on or around May 15 to October 1)</p>	Participants 1-100 Participants 101-150 Participants 151-300	Non-Profit/ Resident \$250 \$300 \$500	
<p>Six Mile Waterworks Pavilion (picnic areas may not be reserved) The Pavilion capacity is approximately 20, bathrooms close October 15 and reopen April 15th</p>		Non-Profit/ Resident \$100	Commercial/ Non-Resident \$200
<p>Block Parties/Street Closures Fees are per day</p>	First Block Each Additional Block	Nonprofit/ Resident \$50 \$75	Commercial/ Non-Resident \$100 \$150
ADDITIONAL SERVICE FEES			
<p>Police and Public Safety Fees</p>	If Albany Police Dept. services are needed, a fee will be calculated and provided to the applicant prior to the event.		
<p>Fire & Emergency Services Fees</p>	If Albany Fire Dept. services are needed, a fee will be calculated and provided to the applicant prior to the event.		
<p>DGS & City Equipment Service Fees</p>	If Albany DGS Dept. services and/or equipment are needed, a fee will be calculated and provided to the applicant prior to the event.		