



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

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

## 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):	_____

Date of Application: \_\_\_\_\_ Fee (see schedule) \$ \_\_\_\_\_

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: \_\_\_\_\_  
(cellular) (fax) (email)

Title of Event: \_\_\_\_\_ Date of Event \_\_\_\_\_

Number of Attendees?	<input style="width: 100px; height: 20px;" type="text"/>
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Time of Event: \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
(set-up) (breakdown)

\*5000+ attendees require you to obtain NYS Department of Health Part 18 Permit (518) 473-8600.

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

- If alcohol will be serve, 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.
- SLA phone number (518) 474-3115

**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 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)

Do you intend to hire security? No \_\_\_\_\_ Yes \_\_\_\_\_, if yes, Who? \_\_\_\_\_

**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
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**GENERAL SERVICES:**  
 Describe how the event site will be cleaned and the premises restored: \_\_\_\_\_  
 \_\_\_\_\_

**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, furnitue 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.**

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
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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;
- Payment of all fees and charges;
- 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name