

NOTEDAMAGE TO PARK LANDSCAPE IS PROHIBITED, INCLUDING DRIVING ON GRASS OR PAVEMENT. IN ADDITION, WALKATHONS SHALL BE LIMITED TO THE PARK PAVEMENT AND SHALL AVOID ANY AND ALL UNPAVED PATHS, LAWNS OR LANDSCAPED AREAS******



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

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
50% Surcharge for Washington Park Events \$ _____	
EFF (9-5-07)	

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 checked="" type="checkbox"/>	Exact Location or City Park (please specify):	
<div style="border: 1px solid black; padding: 5px;"> 50+ attendees requires notification to temporary street closures or parking restrictions (EFF 9/5/07) </div>		<u>Western Ave Natco</u> <u>South side of street at University</u>	

Date of Application: 9 Sept 2011 Fee (see schedule): _____

Applicant's Name: Don Reeb
(Applicant will serve as contact & permit holder - must be on site and in possession of permit during entire event)

Organization: McKOWNVILLE Improvement Association

Federal Tax I.D. # _____ Not-for-Profit? Yes No

Address: 5 N ORWOOD ST 12203
(STREET) (CITY) (STATE) (ZIP)

Phone: 518-489-3909
(APPLICANT) (CELL # OF ON SITE CONTACT) (FAX) (EMAIL)

Title of Event: Picket Date of Event: Sept 17, 2011



Time of Event: 4:30 to 6:30 PM
(set-up) (breakdown)

***In parks bounded by residential neighborhoods, the proposed activity will not include outside electronic amplification before the hour of 10:00 a.m. or after the hour of 6:00 p.m., or for activities at the Washington Park Lake House after the hour of 11:00 p.m.

*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):

Picket

Will this event be catered? Yes No If yes, Name: _____ Phones: _____
Will alcoholic be SERVED? Yes No Will alcoholic beverages be SOLD? Yes No

- If alcohol will be served, 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; call 474-3115 SLA

RECEIVED
 2011 SEP -9 PM 3:29
 OFFICE OF THE CITY CLERK
 ALBANY, N.Y.

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? N/A
(If yes, provide a brief explanation)
 Will the event require Crowd control? N/A
(If yes, provide a brief explanation)
 Will the event require Parking Restrictions? N/A
(If yes, provide brief explanation of area including address where parking will be restricted)
 Will buses transport participants? No N/A, 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)
 Will Event require security? Yes N/A No N/A If Yes, Who? _____
 If APD Personnel is required, please complete the attached Detail application and return, a representative from APD will contact you regarding APD staff requirements depending upon the size of the event.

GENERAL SERVICES:
 Describe how the event site will be cleaned and the premises restored: _____
 Will event require barricades: N/A
If yes, describe location for placement of barricades and at what intersections

FIRE SERVICES:
 Will the event require dedicated EMS* or Fire Suppression** units? No _____ Yes _____
(*Mandatory for Part 13 Permits / ** mandatory for fireworks)
 If you are requesting to utilize fireworks for the event, provide the proposed information:
N/A
 Exact Location _____ Start Time / End Time _____

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, furniture 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

- 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, including damage to park grounds, lawns, or landscaping
 - Payment of all fees and charges; unless application fee waiver applies.
 - 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.
 - Applicant/Permittee and his/her successors, heirs and assigns shall indemnify and hold the City of Albany harmless from any and all manner of damages to persons and/or property, injuries, and/or any claims arising out of Applicant's/Permittee's use permitted herein.

Signature: Donald J Reeb

Date: Sept 9, 2011

Print Name: DON REEB

APPLICANT IS RESPONSIBLE FOR FEES FOR CITY SERVICES PROVIDED