



TOWN OF GRAND ISLAND SPECIAL EVENTS PERMIT APPLICATION

The Town of Grand Island requires an applicant wishing to conduct a Special Event within the Town to complete this agreement and to obtain Town approval more than 30 days before the event. Most Special Events will require the approval of the Town Board. It is the applicant's responsibility to ensure that this Special Events Permit Application is complete and accurate. Incomplete applications will not be considered. Where a section is no applicable, indicate "N/A". Any questions, please contact the Assistant to the Supervisor, Rhonda Diehl at 716-773-9600 x 617 or by email at rdiehl@grand-island.ny.us.

Date of application: _____

Date of Event: _____

Applicant: _____

Recurrence: _____

Address: _____

Phone: _____

Email: _____

Sponsoring Organization(s): _____

Name of the Event: _____

Purpose of the Event: (Charity, Fundraiser, For Profit) _____

Location of the Event: _____

Estimated Attendance: _____ Target Audience (family/children/adults): _____

Set-Up Time & Duration: _____ Event Start time & Duration: _____

Take-Down/Clean-Up Time & Duration: _____

On-Site Contact: _____ Phone: _____ Email: _____

DOCUMENTS TO BE INCLUDED: (if applicable)

- 1. Insurance:** A Certificate of Insurance must be included with this application naming the Town of Grand Island as an additional insured on a general liability policy covering the event with a limit of liability of at least one million. *Can be provided after Permit has been approved.*
- 2. Street Closures Requested:** _____ Date & Time: _____
Permit Approval for Road Closure must be included with this application or be turned in as soon as it is available.
- 3. Parking & Traffic Plan:** Explain in detail how the traffic will flow and where parking will be available.
- 4. Security:** Specify what agency will be covering security and outline the security levels planned. Provide a copy of the contract if you are using a private security company. *Police Department must be notified of the event.*
- 5. Emergency Medical Services:** Explain in detail what level of medical services you will provide, location of services and number of service providers.
Name of Ambulance/Medical Service Company: _____
- 6. Refuse Removal Plan:** How many additional trash receptacles will be provided? _____
All trash must be removed by the following morning after the event by 9 am at the latest.
See Fee Schedule for equipment rentals and hourly staff rate if Town needs to supply.
- 7. Refreshments:** Number of food vendors _____
Provide list of food vendors and all necessary Health Department Permits. *See Item # 11*
- 8. Portable Toilets:** Number of portable toilets to be at the event
Name of rental company: _____
Provide locations of portable toilets on event map.
- 9. Event Map:** Provide a detailed map/plan of how everything will be laid out including any tables/chairs/portable toilets/stages/gathering areas/event areas/parade routes, fireworks, etc that will be part of the event.
- 10. Alcohol:** Will alcohol be served? _____
If yes, provide the NYS Liquor Permit.
- 11. Food:** Will food be served? _____ If so, provide a list of vendors and provide COI's from each one naming the Town of Grand Island as 'additional insured'. They will not be allowed to participate in the event if the COI is not provided. Vendors will be inspected prior to event, checklist is attached.
- 12. Amusement Rides:** List types of amusement rides and number.
Name of Operator: _____
Contact: _____ Tel: _____
- 13. Electrical Service:** Provide scope of electrical service to be provided.
Name of licensed Electrician: _____
Address: _____
Tel: _____

14. Music: Name of Band or Disc Jockey: _____
Contact person: _____ Tel: _____
Number of stages: _____ Hours playing: _____
(Note: Town Code Noise Ordinance must be complied with)

15. Fire Safety Plan: Has Fire Company been notified of event: Yes _____ Please attach Plan.

16. Signage: Number of signs: _____
Locations: _____

Date signs will be put up: _____
Date signs will be taken down: _____
(Note: Town Code sign ordinance must be complied with)

17. Storage: _____ If there are storage needs, provide an outline of the plan.

18. Rental Equipment: There are separate rental agreements with either the Parks Department of Recreation Department if equipment is needed. Provide copies of these Agreements.

19. Destruction or Damage: Any destruction or damage of Town Property must be reported and repaired at the expense of the Event Coordinator.

20. Incident Reporting: Any incident will immediately have an incident report completed and given to the appointed Town on-site contact.

21. Inspection: The Town shall have the right to make inspections at any reasonable time to ensure compliance with this agreement

STATEMENT OF RELEASE:

The user on behalf of himself/ herself, his/ her group or organization, and its members, hereby agrees as follows:

1. User will comply with all the policies and procedures of the Town of Grand Island.
2. User and its members shall conduct its activities upon the premises so as not to endanger any person lawfully.
3. User shall, to the extent permitted by law, indemnify, defend, save and hold harmless the Town of Grand Island, and all its officers, agents, and employees from any and all claims for losses, injuries, damages, expenses (including reasonable attorney's fees) and liabilities to persons or property occasioned wholly or in part by the acts or omissions of the user, its agents, officers, employees, guests, patrons, or any person or persons admitted to the property while said property is being used or under the control of the user.
4. User shall purchase and maintain Comprehensive General Liability Insurance with limits not less than \$1,000,000 for each occurrence, combined single limit bodily injury and property damage, and said policies shall be endorsed to provide the following:
 - (a) Named as additional insured the Town of Grand Island and its members, and all officers, agents, and employees of each of them;

(b) That such policies are primary insurance to any insurance available to the additional insurers, with respect to any claims arising out of this agreement and that insurance applies separately to each insured against whom the claim is made or suit is brought;

(c) All policies shall be endorsed to provide thirty (30) days advance written notice to the Town of cancellation, non-renewal or reduction in coverage and shall be delivered to the Director of Recreation of the Town of Grand Island.

5. User expressly understands and agrees that any insurance protection provided by user under this agreement shall in no way limit its responsibility to indemnify, defend and save harmless the Town under the provisions of paragraph 2.

Signature of Event Coordinator _____ **Date** _____

Representing _____

PERMIT MUST BE AVAILABLE UPON DEMAND AT THE EVENT.

A COPY OF THIS FORM WILL BE RETURNED TO YOU SIGNED BY THE OFFICE OF THE TOWN SUPERVISOR AS CONFIRMATION OF THIS AGREEMENT.

For Town use only:

Date Permit Issued: _____ *Date any missing docs must be submitted by:* _____

Date Town Board approved, (if necessary): _____

Permit Approved By: _____

Signature: _____

To Be Scheduled by Assistant to Supervisor after Permit Approval:

Pre-Event Meeting:(recommended 30 days prior to event) _____ Post-Event Meeting: _____

Included Departments: _____