

**TOWN OF CHEEKTOWAGA
APPLICATION FOR PERMISSION
TO HOLD SPECIAL EVENT**

NAME OF APPLICANT _____
NAME OF ORGANIZATION _____
ADDRESS _____
CITY/STATE/ZIP _____ PHONE _____

DATE OF SPECIAL EVENT _____
TIME OF SPECIAL EVENT _____
LOCATION OF SPECIAL EVENT _____
PURPOSE OF SPECIAL EVENT _____

ARE YOU GOING TO BE UTILIZING A TENT? YES _____ NO _____
IF YES, A PERMIT MUST BE OBTAINED FROM THE BUILDING DEPT.

WILL YOU BE USING FIREWORKS? YES _____ NO _____

PARADE DESIRED? YES _____ NO _____
PARADE ROUTE _____

POLICE ESCORT NEEDED? YES _____ NO _____
NUMBER OF VEHICLES IN PARADE _____
NUMBER OF PEOPLE IN PARADE _____
TIME DURATION OF PARADE _____
WILL ANY ROADS NEED TO BE CLOSED TO TRAFFIC? YES _____ NO _____
IF YES, WHICH ROADS? _____

HOW MANY PEOPLE ARE EXPECTED TO ATTEND SUCH SPECIAL EVENT? _____

LIST BELOW, THE CONTACT PERSONS/SPONSORS OF THIS SPECIAL EVENT:

NAME	ADDRESS	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

FEES:

APPLICATION FEE	\$ 25.00	INV # _____
TENT PERMIT	\$ 25.00	INV # _____
BALL DIAMOND	\$ _____	INV # _____
SHELTER FEE	\$ _____	INV # _____
CULTURAL CENTER (\$350.00 RES.) (\$750.00 NON-RES) (PLUS \$100/HOUR FOR EACH HOUR OVER 4 HOURS)	\$ _____	INV # _____
CLEANUP/MAINTENANCE	\$ 100.00	INV # _____
POLICE ESCORT	\$ _____	INV # _____
OTHER _____	\$ _____	INV # _____
_____	\$ _____	INV # _____

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR THE ABOVE DESCRIBED SPECIAL EVENT, AND AGREE TO BE BOUND BY THE TERMS HEREIN STATED.

(SPACE BELOW FOR TOWN OF CHEEKTOWAGA USE ONLY)

TOWN DEPARTMENT APPROVALS/DENIALS: **PLEASE INITIAL!**

DEPARTMENT

POLICE	APPROVED _____	DENIED _____	DATE _____
BUILDING	APPROVED _____	DENIED _____	DATE _____
FIRE	APPROVED _____	DENIED _____	DATE _____
HIGHWAY	APPROVED _____	DENIED _____	DATE _____
YOUTH & REC	APPROVED _____	DENIED _____	DATE _____
FACILITIES	APPROVED _____	DENIED _____	DATE _____

APPROVAL IS AT DISCRETION OF CHEEKTOWAGA TOWN BOARD

**TOWN OF CHEEKTOWAGA
MINIMUM INSURANCE REQUIREMENTS FOR USERS* OF TOWN
FACILITIES**

The Users/Sponsors of Town facilities agree to maintain the following insurance coverage and limits without cost to the Town.

1. Always Required:
 - a. General Liability, including Premises-Operations, Products, Completed Operations and Contraction Liability.
 - b. Bodily Injury - \$1,000,000.00 Each Occurrence
 - c. Property Damage - \$1,000,000.00 Aggregate
 - d. The Town of Cheektowaga, its agents, officers and employees shall be included in this insurance as Additional Insured's

2. Required if any autos used in activity for the Town. Automobile Liability, all owned non-owned and hired autos.
 - a. Bodily Injury - \$1,000,000.00
 - b. Property Damages - \$1,000,000.00

3. Required if any employees on Town premises.
 - a. Worker's Compensation – New York State Statutory

4. Required if any alcoholic beverage provided. Liquor Law Liability, including the Property Owner (Town of Cheektowaga) as Additional Insured.
 - a. Bodily Injury -\$1,000,000.00 Each Occurrence & Aggregate
 - b. Property Damages -\$1,000,000.00 Each Occurrence & Aggregate
 - c. Damage & Loss of Services - \$1,000,000.00 Each Occurrence & Aggregate

A Certificate of the required insurance shall be submitted to the Town Department requesting it and the Town Attorney's office, at least **one week prior** to the Special Event. All Certificates shall provide at least **fifteen (15) days** advance written notice to the Town Clerk's Office in the event of **CANCELLATION, MATERIAL CHANGES OR REDUCTION OF ANY COVERAGE. INDEMNIFICATION** (If similar provision is not in another contract).

The User/Sponsor of Town Facilities agrees by the Town's permission to use it facilities that it shall, to the fullest extent permitted by law, hold harmless and indemnify the Town of Cheektowaga, its agents, officers and employees from and against all claims, damages, cost and expenses of any kind, including but not limited to bodily, injury, sickness, disease or death of any persons and damage to or loss of property of any kind arising out of, caused by or in any way related to the activity or operations of the User or its Sponsor.

Name of User/Sponsor _____

Accepted by: _____ Date: _____