



TOWN OF GRAND ISLAND SPECIAL EVENTS PERMIT APPLICATION

FOR TOWN EVENTS LIST
FOR EVENTS WITH EXPECTED ATTENDANCE LESS THAN 100

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 10 days before the event. Some 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. Any questions, please contact the Assistant to the Supervisor, Emily Wynne at 716-773-9600 x 658 or by email at ewynne@grand-island.ny.us

Date of application: _____

Date of Event: _____

Recurrence: _____

Applicant: _____

Tel: _____

Address: _____

Email: _____

Sponsoring Organization(s): _____

Name of the Event: _____

Purpose of the Event: _____

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: _____

REGULATIONS:

1. **Insurance:** A Certificate of Insurance must be included (if required) 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. **Refreshments:** Number of food vendors _____
Provide list of food vendors and all necessary Health Department Permits.

Alcohol: Will alcohol be served? _____
If yes, provide the NYS Liquor Permit.

3. **Refuse:** All garbage will be picked up and disposed of immediately after the event.

4. **Toilets:** The Town is not responsible to provide lavatory facilities.

5. **Music:** Name of Band or Disc Jockey: _____
Contact person: _____ Tel: _____
Town Code Noise Ordinance must be complied with.

6. **Signage:** Town Code sign ordinance must be complied with.

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

8. **Inspection:** The Town shall have the right to make inspections at any reasonable time to ensure compliance with this agreement; the Town may also deny inclusion on the events list based on safety or other concerns.

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 (if required) with limits not less that \$1,000,000 for each occurrence, if applicable, combined single limit bodily injury and property damage, and said polices 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 _____

**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: _____