



City of Batavia  
One Batavia City Centre  
Batavia, NY 14020  
(585) 345-6300

**Event Application - \$25 fee**

(A separate permit must be issued for each item requested.)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME ADDRESS (if different): \_\_\_\_\_

TELEPHONE NO./E-MAIL: \_\_\_\_\_

PERMIT REQUESTED FOR: [please circle and describe in the space provided below]

Banner      Festival      Parade      Race/Walk      Signage      Street Closure  
Tent      Wedding      Other Event \_\_\_\_\_

**Some items have special requirements and/or rules and regulations that must be observed before an application will be approved.**

Please describe the details of your request below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED DATE(S) & TIME(S) \_\_\_\_\_

LOCATION (attach map/route) \_\_\_\_\_

Are Temporary Structures (tents/stands etc.) planned to be used?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, please identify the type of temporary structure and the dimensions thereof.

Type \_\_\_\_\_      Dimensions \_\_\_\_\_

Are you requesting street closure?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, what street(s) \_\_\_\_\_

Specify location of street closure \_\_\_\_\_

Time of street closure \_\_\_\_\_

Time of street reopening \_\_\_\_\_

## Hold Harmless Agreement

\_\_\_\_\_, the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia its employees, officers and agents may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have arisen out of the activities described in this special event application and sanctioned by the permit issued by the City of Batavia or by any act or omission of the \_\_\_\_\_(Organizer/Sponsor), its members, agents, employees, volunteers, officers, or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

Dated: \_\_\_\_\_  
 \_\_\_\_\_  
 (Name of Sponsor)  
 \_\_\_\_\_  
 (Authorized Signature, Title)  
 \_\_\_\_\_  
 (Name, Printed or Typed)

**Please forward this application to:** **Batavia City Clerk**  
**One Batavia City Centre**  
**Batavia, NY 14020**

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The rules and information contained on Page 3 of this application have been read and will be adhered to.

Signature of Applicant: \_\_\_\_\_  
 Date: \_\_\_\_\_

<b>OFFICIAL USE ONLY</b>				
Department Recommendations:	Approved	Denied	Additional Cost	Dept. Initials
Community Dev.:	_____	_____	_____	_____
DPW (if applicable):	_____	_____	_____	_____
Fire Dept. (if applicable):	_____	_____	_____	_____
Police Dept. (if applicable):	_____	_____	_____	_____
If recommendation is denied, please attach a brief explanation.				

Please note:

- 1) Hydrants shall not be blocked by any vehicle or concession.
- 2) A safety lane must be maintained at all times.
- 3) No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers.
- 4) No signage may be placed on trees or utility poles.
- 5) No paint or other markings may be placed on the street surface.
- 6) Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party.
- 7) The application fee is due at time of submission of the application and is non-refundable.
- 8) If the event is approved, a Certificate of Liability Insurance naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.