



Special Event Agreement

Reservations are accepted on a first come, first served basis and are subject to availability.
To secure a date, a completed application & rental fee are due within 10 business days.
Any remaining services or associated costs will be billed after event.

AMOUNT DUE: _____

CONTACT INFORMATION

Name _____
Address _____
Phone _____
Email _____
Alternate Contact & Number _____

EVENT INFORMATION

Date of Event _____
Park Requested _____
Event Type _____ *Map of route must be attached for parade, walk or run
Start Time _____ End Time _____
Set Up Date & Time (if applicable) _____
Teardown Date & Time (if applicable) _____

ALCOHOL (IF THERE WILL BE ALCOHOL AT YOUR EVENT, COMPLETE THIS SECTION) *\$30 FEE AND WAIVER REQUIRED; REVIEW SECTIONS 6 & 7 OF RULES & REGULATIONS

Will people bring alcohol to your event? Yes / No
Will you supply the alcohol at your event? Yes / No
Are you selling alcohol at your event? Yes / No
• Did you apply to the NYS Liquor Authority for permit? Yes / No
- If so, name of person who applied for permit: _____
What type of Alcohol will be at your event? Beer / Wine / Liquor
**A copy of the security plan submitted to the Liquor Authority is required.*

RESTROOMS

May 1st through October 1st - Open from 8 am - 8 pm (outside of these hours - \$25 per hour)
October 2nd through April 30th - \$25 per hour

Indicate hours needed: _____ To _____

VENDORS

Will there be vendors at the event? Yes / No
***If yes, a vendor license and applicable fees are required from the City Clerk's Office**
REVIEW SECTIONS 8 & 9 OF RULES & REGULATIONS

KEYS

Keys must be signed in & out at the Auditor's Office before/after event, Monday - Friday, 8am - 5pm except holidays.
Failure to return keys by the next business day will result in the replacement of the facility locks
at the Renter's expense, estimated at no less than \$300.

ADDITIONAL ITEMS NEEDED - DPW (Invoices will be sent for applicable fees.)

ITEM	# NEEDED	COST	PICK UP OR DELIVERY	COMMENTS
<input type="checkbox"/> Tables	_____	\$20 each		
<input type="checkbox"/> Trash Cans	_____	N/C		
<input type="checkbox"/> Cones	_____	N/C		
<input type="checkbox"/> 12x12 Stage	_____	\$200		
<input type="checkbox"/> 12x24 Stage	_____	\$200		
<input type="checkbox"/> Race in Progress Signs	_____	N/C		
<input type="checkbox"/> Barricades	_____	\$30		
<input type="checkbox"/>	_____			
<input type="checkbox"/>	_____			

STREET CLOSURE

Name of street to be closed: _____

Between (cross streets): _____ and _____

Time From: _____ To: _____

Name of street to be closed: _____

Between (cross streets): _____ and _____

Time From: _____ To: _____

**Submit a map/diagram of purposed street closures and desired location of barricades.
Right of way for emergency vehicles must be maintained at all times.*

ELECTRIC

Will electric be needed for your event? Yes / No

What is electric being used for? _____

CODE ENFORCEMENT

Will there be fireworks/hazardous materials? Yes / No

Will a generator be used? Yes / No

- If so, where will it be located? _____

Will there be carnival or amusement rides? Yes / No

- Name of company supplying rides _____

- Company address _____

- Company phone number _____

Will parking be required for oversized vehicles? Yes / No *If yes, contact Codes at 716-376-5683
(RV, Tractor Trailers, etc)

Will tents, canopies, or other structures be set up? Yes / No

* If yes, call underground utilities at 811 at least 5 days in advance if staking/anchoring structures into the ground and contact Codes for permits and guidelines at 716-376-5683.

Dates installed _____ Removed _____

POLICE DEPARTMENT - *\$65 an hour, per officer

Will police officers be needed for security purposes? Yes / No

- If yes, how many requested? _____

- Times needed From _____ To _____

- If yes, how many requested? _____

- Times needed From _____ To _____

Will officers be needed for traffic control? Yes / No

- If yes, how many requested? _____

- Times needed From _____ To _____

- If yes, how many requested? _____

- Times needed From _____ To _____

Will officers be needed for overnight security? Yes / No

- If yes, how many requested? _____

- Times needed From _____ To _____

- If yes, how many requested? _____

- Times needed From _____ To _____

*** The City may require security for your event. Final determination for amount of Police Officers will be made by the Police Chief.
Amounts will be billed and if officers work over time requested, amount in excess will be billed.**

FIRE DEPARTMENT - *\$65 an hour, per staff member

Will Fire Department be required for your event? Yes / No

- Location needed: _____

- Times needed From _____ To _____

- Times needed From _____ To _____

Will an ambulance be required for your event? Yes / No

- Location needed: _____

- Times needed From _____ To _____

- Times needed From _____ To _____

*** Final determination for amount of required Staff Members will be made by the City of Olean Fire Chief.
Amounts will be billed and if officers worked over time requested, amount in excess will be billed.**

If your event has 1,000 attendees or more, an ambulance is *recommended* ; 5,000 or more, an ambulance is *required*.

Review the attached City of Olean rules and regulations, sign the waiver on the reverse side of this application, and return to: City of Olean, Auditor's Office, 101 E State Street, PO Box 668, Olean NY 14760 or email to: rentals@cityofolean.gov

Acknowledgements & Waiver and Release of Liability

Whereas, _____, hereinafter referred to as the "Sponsor," is at least 21 years old, authorized to enter into this agreement on behalf of the organization renting the premises and is sponsoring the event to be held at the _____, the undersigned hereby affirms that all information provided in this application is true, accurate, and complete to the best of their knowledge and belief. Any intentional misrepresentation or omission of material information shall constitute grounds for immediate denial or revocation of the event permit.

Furthermore, the Sponsor hereby agrees to indemnify, defend, and hold harmless the City of Olean, its officers, employees, agents, and representatives from and against any and all claims, demands, causes of action, damages, losses, liabilities, judgments, costs, and expenses (including, without limitation, reasonable attorney's fees) arising directly or indirectly from, or in connection with, the sponsored event. This obligation includes, but is not limited to, claims resulting from the negligence, recklessness, or willful misconduct of the Sponsor, its employees, representatives, agents, vendors, or independent contractors. Such indemnification shall apply irrespective of whether such claims arise under tort, contract, statute, equity, common law, or any other legal theory.

The Sponsor further acknowledges and agrees that the City of Olean does not provide, extend, or maintain any form of insurance coverage for the Sponsor, its employees, representatives, agents, vendors, or independent contractors. The Sponsor assumes full responsibility for obtaining and maintaining any insurance deemed necessary to protect its own interests and those of its affiliates or participants.

The sponsor understands it is their sole responsibility to have an emergency response plan in place. Emergencies may include, but are not limited to, tornadoes, severe weather, high winds, or other unforeseen events. The City of Olean will not provide an evacuation site for the event.

All fees paid are solely for the use of the facility. In the event that the Sponsor, through no fault or negligence of the City of Olean, fails to utilize the facility as scheduled, all payments made shall be considered nonrefundable and forfeited. Should the event not be officially canceled in advance, and the Sponsor fails to utilize the facility, the Sponsor shall remain liable for any costs incurred by the City, including, but not limited to, staffing and other related expenses. *The City reserves the right to terminate the agreement at any time if the property is needed for a municipal purpose .*

By signing below, I acknowledge that I have received, read, and understood the above terms, along with all attached policies, fee schedules, rules, and waivers pertaining to the use of City of Olean property. I understand that failure to comply with any of these requirements may result in the forfeiture of my security deposit and/or loss of future rental privileges.

RENTER'S SIGNATURE

CITY OF OLEAN AUTHORIZED OFFICIAL

DATE

DATE