2015 City of Buffalo Special Event Parade/Motorcade Permit:

Please note there are several changes to the 2015 application:

- Is the route different from last years’ application?

- Please include a cell number for the person working the event to be used only by the Traffic Lieutenant on duty.

- The completed application, along with the following listed below, must be turned in all at once.

**The number one reason events are denied is due to incomplete applications.**

- Map of the route showing where volunteers are being placed (volunteers are needed at every intersection!)

- Route MUST be typed out, turn by turn, example: start at, left on…right on…ends at…

- $50.00 payable to the City of Buffalo

- Insurance Certificate naming the City of Buffalo as an additional insured.

- Security plan showing how you plan on closing streets, where are barricades being placed, where are you placing volunteers, how are you keeping the runners/walkers safe.

- The Start time is absolute. Most weekends we have more than one event, it is imperative you start on time.

- Even if the route is the same as the previous year, all of the above must be submitted every year.

- You MUST let us know of any last minute changes in the route (if any).

**THIS IS YOUR EVENT. WE ARE HERE FOR TRAFFIC CONTROL.**
CITY OF BUFFALO
SPECIAL EVENT
Parade/Motorcade Permit 2015

Do not advertise or publish event info prior to receiving route usage approval.

If this event conflicts with another event, you will need to adjust your start time. The Traffic Control Unit needs minimum of 1 hour between events. Please ensure that at least 100 persons will participate in the event.

Waterfront routes subject to pre-approval (Erie St, Erie Basin Marina, Marine Dr, Lakefront Blvd) Usage - contact special events @851-6508.

Name of Event ____________________________________________

Purpose of Event __________________________________________

Event Location ____________________________________________

Date of event ______________________ Last year’s date __________

Contact Person __________________________________________

Mobile # ______________________________ Fax __________________

Email __________________________________________________ Fax __________________

Address ________________________________________________________________________________

street                                        city              state zip

Type of event

☐ Race  ☐ Walk  ☐ Parade  ☐ Procession  ☐ Motorcade

Distance of event

____ miles  Attach 2 detailed maps of the route. (Submit both turn-by-turn typed out and computer generated map)

How many will participate?

____ marchers/runners  ____ floats  ____ musical units

____ cars  ____ trucks  ____ other vehicles

Location of formation

formation time ________ am/pm  actual start time ________am/pm

Is route different from last year?  ☐ yes  ☐ no

Number of on-street volunteers

__________ Attach safety plan showing street closings, barricade & volunteer placement.

Neighborhood notice attached  ☐ yes  ☐ no  If yes, date distributed. ___________ (Mandatory for races using City streets.)

Insurance enclosed  ☐ yes  ☐ no

Enclose permit fee of $50 payable to the ‘City of Buffalo’. Mail to the above address.

__________________________________ _____________
Signature of Mayor, City of Buffalo                     date

__________________________________ _____________
Signature of Captain                      date