



## **PARK/FACILITY EVENT APPLICATION**

NT Dept. of Youth, Recreation, Parks & Seniors  
500 Wheatfield St. North Tonawanda, NY 14120  
(P) 716-695-8520 (F) 716-695-8533  
[ntparksrec@northtonawanda.org](mailto:ntparksrec@northtonawanda.org)



An event is defined by the use of a park or facility that requires the use of multiple shelters or facilities, has an estimated party size that exceeds the capacity of a shelter, requires purchase of tickets, or includes sales of products with intent to generate revenue. Events may require increased maintenance, create public safety issues and/or require additional security.

### **Instructions:**

Before any public or private organized activity can be conducted in North Tonawanda Parks or facilities the sponsoring group must:

1. Complete this application and submit to our department (address listed above)
2. Acquire a park use permit from our department (granted upon review and approval of application)
3. A three hundred dollar fee (\$300.00/day) is due at time of permit being issued.
4. The sale of any product or service requires the acquisition of a Vendors Permit at a cost of twenty-five dollars (\$25.00) from the Mayor's Office.
5. An event MAY NOT inhibit public use of a park and its facilities.
6. The Mayor's Office must provide final approval of any event.

### **SECTION 1**

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_ Email \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Second Option \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Set up time \_\_\_\_\_ Event start time \_\_\_\_\_ Event End Time \_\_\_\_\_ Breakdown End Time \_\_\_\_\_  
(Time you need staff there to open up) (Time you need staff there to close down)

Park Requested: (Select all options that apply)

Mayor's Park  Shelter 1 (50 cap)  Shelter 2 (50 cap)  Shelter 3 (80 cap w. kitchen-stove, fridge)

Notes: Permanent bathrooms, water, electricity, grill, playground

Pinewoods Park  Shelter 1 (100 cap w. kitchen-stove fridge)  Shelter 2 (50 cap w. kitchen-stove, fridge)

Notes: Permanent bathrooms, water, electricity, grill, playground, basketball court, walking path, disc golf course

Gratwick Riverside Park  Shelter 1 (120 cap) \*no water hookup  
 Northwestern Park Area (Witmer to end of park heading towards NF)  
 Central Park Area (Witmer to Soccer Field- Includes shelter, boat launch, playground)  
 Southeastern Park Area (Soccer field to Ward Rd entrance)

Notes: Portable bathrooms, electricity, NO water, grill, boat launch, pier, playground, bike path

Raymond Klimek Veteran's Park  Shelter 1 (80 cap)  Shelter 2 (120 cap)  
 Band Shell w. lights  Band Shell without lights

Notes: Permanent bathroom, playground, band shell, electricity, fishing pier, walking path, veteran monuments

Botanical Gardens  Gazebo and gardens

Notes: Kayak Launch, Boat launch, gardens, no electric or water, portable bathroom.

**Other: In the space below list other park or facility requested for use.**

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## SECTION 2

**Type of activity:**  Concert  Special Event (Community)  Special Event (Private)  Other

**Describe the activity and its purpose** \_\_\_\_\_

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Will a fee be charged?  Yes  No If yes, how much? \_\_\_\_\_

Will alcohol be served?  Yes  No

Will food trucks be serving food  Yes  No

Will there be inflatables/bounce houses  Yes  No (a copy of insurance for inflatables must be submitted)

Does your organization carry \$2,000,000 or more in comprehensive liability insurance?  Yes  No

Is your group a Not For Profit or Non-Profit organization?  Yes  No

Is the activity being conducted for fund raising?  Yes  No If yes, who will benefit \_\_\_\_\_

## SECTION 3

What equipment and utilities are you requesting the City to provide? (Check all that apply)

*(You will be notified if any specific requests have been denied and you will be responsible for providing items).*

- |   |  |
|---|--|
| <input type="checkbox"/> Additional garbage receptacles/totes | <input type="checkbox"/> Police enforcement/security |
| <input type="checkbox"/> Additional power supply              | <input type="checkbox"/> Lighting                    |
| <input type="checkbox"/> Other, explain in the space below    | <input type="checkbox"/> Barricades/fencing          |

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What equipment will you be providing? (Check all that apply)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Additional power supply | <input type="checkbox"/> Stage            | <input type="checkbox"/> Other, explain in space below |
| <input type="checkbox"/> Portable toilets        | <input type="checkbox"/> Tents/chairs,etc | _____  |

**By signing this Event Application, the sponsoring organization understands that it must adhere to all municipal ordinances and rules governing the utilization of park area(s):**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parks & Rec Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mayor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_