



BUFFALO  
OLMSTED PARKS  
CONSERVANCY

Parkside Lodge • 84 Parkside Avenue • Buffalo NY 14214  
(716) 886-0088 • Fax: (716) 886-0088  
email: kdues@buffaloolmstedparks.org

## RENTAL FORM FOR CAZENOVIA CASINO OR PARKSIDE LODGE

*To help us meet all the planning processes, we require at least 90 days advance reservation.*

### Event Organizer Information

Name of Group \_\_\_\_\_ Group Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

### Event Information

Name of Event \_\_\_\_\_

Charitable Event? No \_\_\_\_\_ Yes \_\_\_\_\_, proceeds donated to \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

**Cazenovia Casino** \_\_\_ **Delaware Park: Parkside Lodge** \_\_\_ **Fenced Area by Lodge** \_\_\_ **Lawn Bowling Ct.** \_\_\_

Day / Date of Event \_\_\_\_\_

Time of Event: **(Park closes at 10:00 PM – you must have clean-up completed by that time.)**

Set-up \_\_\_\_\_ Event Starts \_\_\_\_\_ Event Ends \_\_\_\_\_ Take-down \_\_\_\_\_

Does this event require time in the park the day before your event? No \_\_\_\_\_ Yes \_\_\_\_\_

Food Served: No \_\_\_ Yes \_\_\_ Alcohol Served: No \_\_\_ Yes \_\_\_ **Must obtain permit from the County.**

Food/Beverage Sold: No \_\_\_ Yes \_\_\_ **If yes, must obtain concession permit from the County.**

**If any outside areas will be utilized in Cazenovia Park or in areas beyond the Delaware Parkside Lodge area, please contact: Arlene Mustafa, phone #884-9660 ext. 2**

A plan for trash clean up is imperative. Make sure you have enough trash containers and leave the park in good condition.

An ample amount of port-a-potties are the financial responsibility of the event organizer.

## **Park Building Rental Fees**

Parkside Lodge (first 4 hours, includes attendant fee)	<b>\$185.00</b>
Cazenovia Casino (first 4 hours, includes attendant fee)	<b>\$185.00</b>
Additional hours of use (beyond first 4 hours)	<b>\$50.00/hour</b>
Attendant Fee (beyond first 4 hours)	<b>\$15.00/hour</b>
Security Deposit (refundable)	<b>\$250.00</b>

## **Parking Plan**

As an event organizer, it is important that you plan for safe arrival, departure and parking of the event attendees, participants, and vendors. Please keep in mind that all vehicles are prohibited from parking on the grass. As the event organizer, you are responsible for informing all participants, volunteers, attendees, and vendors of the parking regulations. If your parking plan includes using neighborhood streets or neighboring businesses, churches, etc. you will need to include the approval of such agreements in this parking plan. List parking locations and the number of cars that can be parked at these locations.

## **Security and Medical Plan**

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound planning. This description should include, but is not limited to the hiring of private security companies and licensed professional emergency medical services, crowd control, venue safety, communication plan in case of an emergency, etc. If serving alcohol, a minimum of two uniformed security officers are required. These plans may be subject to review by City of Buffalo Police and Fire Departments who may make additional recommendations.

## **Application**

The person/group named in this rental form will be responsible for the conduct of the group and for the condition of the reserved park area. This is subject to all Municipal Ordinances as defined by the City of Buffalo, in addition to all rules and regulations governing the City's parks. The event organizer agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin, or disability.

The event organizer for her/himself, and for other persons, organizations, firms and corporation, if any listed in this application, does hereby contract to agree that he/she (and they) will jointly and severally indemnify and hold the Buffalo Olmsted Parks Conservancy, the County of Erie, and the City of Buffalo harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the event organizer .

The event organizer shall submit a general liability insurance policy certificate in the amount of \$1,000,000 naming the Buffalo Olmsted Parks Conservancy, the County of Erie, and the City of Buffalo as additional insured parties.

The event organizer t has read the Special Events Explanation packet. The applicant has attached all of the appropriate rental applications for this event.

This rental form must also be submitted to the County (Arlene Mustafa – 884-9660 ext. 2) IF additional areas in the park are used for a special event such as a walk-a-thon, any type of fundraiser or sports activity.

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Signature of Event Organizer

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Date

**PLEASE RETURN THIS SIGNED COPY WITH YOUR RENTAL FORM AND RETAIN A COPY FOR YOUR RECORDS**

**Buffalo Olmsted Parks Conservancy**  
**Regulations Pertaining to Special Events for the Buffalo Olmsted Parks**

- 1) No event will be authorized on park property unless a rental form has been received and approved by the Buffalo Olmsted Parks Conservancy (Conservancy). The event organizer must will be at least 18 years of age, and have the original approved rental form in their possession at the site while the event is taking place.
- 2) Due to the damage to the landscape or potential hazardous condition, the following are prohibited within the parks:
  - a. Driving or parking any vehicle on the grass or landscape.
  - b. Placing chemical toilets on the lawn or landscape.
  - c. Alcohol is prohibited unless all necessary licenses and permits have been obtained.
  - d. Tying, draping, or attaching in any way a rope, props, or equipment to trees, shrubs, fences, or benches.
  - e. Tying or attaching anything to any architectural features or statues, sculptures, or fountains.
  - f. Cutting, tying back, or altering shrubs, plantings, or trees in any way.
  - g. Digging and/or staking.
  - h. Leaving uncovered cable when crossing any path; must use cable ramps.
  - i. Using open flames.
  - j. Using benches or other park structures as storage areas.
  - k. Overnight camping in the park by event organizers/workers.
- 3) Rental approvals will not be issued if the event would interfere unreasonably with the enjoyment of the park by other users.
- 4) Checks should be made payable to the Buffalo Olmsted Parks Conservancy. Upon receipt of approved rental form, fees and insurance must be presented to the Conservancy no later than seven days prior to the event.
- 5) Cancellations must be made at least 30 days before the event to receive a full refund. Otherwise a fee of \$35 will be deducted from the refund.
- 6) The event organizer is responsible for cleaning and restoring the area after the event
- 7) If the rental from is approved, the event organizer shall be subject to the rules and regulations pertaining to the Olmsted parks, and to all regulations, ordinances, and other laws of all other City, County, State, and Federal Departments insofar as they may apply.
- 8) Should there be any injuries, accidents, or other health incidents at your event, you must immediately notify the Conservancy's office at (716) 838-1249 x. 16.
- 9) The applicant is solely responsible for obtaining any necessary clearances or permissions for the use of intellectual property, including but not limited to musical or other performance rights for the event.

- 10) All events require \$1,000,000 personal liability insurance, naming the Buffalo Olmsted Parks Conservancy, the City of Buffalo, and the County of Erie as additional insured.
- 11) The approval of a submitted rental form does not give the event organizer the right to sell or offer for sale any articles, tickets, or refreshments within or adjacent to any park area. To do this requires additional authorization through the Buffalo Olmsted Parks Conservancy and the City of Buffalo. **There is a fee required to acquire this authority.**
- 12) No person shall engage in the non-commercial distribution of products and/or materials (other than printed or similarly expressive material) without written approval from the Conservancy. Such approval shall be issued only if it is determined that the distribution will be conducted in a manner consistent with the public's use and enjoyment of the park or facility in question.
- 13) It is prohibited to solicit funds or to collect contributions within any park, except from one fixed location approved in the rental form.
- 14) Noncommercial literature or pamphlets may only be distributed within or adjacent to any park area from a fixed location. Distribution of commercial literature or advertisements is not permitted.
- 15) During the planning of the event, the Conservancy may alter or add terms and conditions as necessary. The rental approval is not transferable, and is revocable at the discretion of the Conservancy. The Conservancy may also establish additional special event guidelines.

I have read the above and agree to follow regulations.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please remember, you need a MINIMUM of 90 days advance submission to review and process your rental form. After review of your rental form, the Conservancy may require additional. Those fees will be billed to your organization. All fees and proof of insurance liability must be received 30 days prior to the event.

Please **mail** your application and signed regulations form to:

**Buffalo Olmsted Parks Conservancy  
Permit Office  
84 Parkside Avenue  
Buffalo, NY 14214**