



CITY OF ALBANY
OFFICE OF THE CITY CLERK
CITY HALL, ROOM 202
ALBANY, NEW YORK 12207
TELEPHONE (518)434-5090
FAX (518)434-5081

CITY HALL ATRIUM USE APPLICATION

Daytime/Weekday Fee: (9am – 6pm) \$150.00
Evening/Weekend Fee: (after 6pm) \$350.00

Please complete the following in its entirety and return it to the City Clerk's Office at least 20 days prior to your event. Atrium rental privileges are reserved for not-for-profit organizations. **No group/organization is permitted to sell any type of goods/items in the Atrium.** A fee of either \$150.00 or \$350.00 is to be submitted upon approval of this application. The earliest a caterer can begin setting up is 4pm and alcohol cannot be served until 6pm on business days. Atrium use permits are for reserving the space/Atrium of City Hall only. Groups are responsible for providing and setting up their own equipment. Once approved, a preferred vendor list is available upon request. This list will provide vendor contact information that could supply equipment needed for your event.

Date: _____

Applicant's Name: _____
(Responsible person filing application – must be on site during permit hours)

Organization: _____

Address: _____
(Street) (City) (State) (Zip)

Phone: _____
(Day) (Evening) (Fax)

Email: _____

Title of Event: _____

Date of Event: _____ Time: _____ - _____ / _____
(Event Start) (Event End) (Set-up & breakdown)

Number of Expected Attendees: _____ (Atrium capacity is 250)

Purpose and Explanation of Event: _____

Will this event be catered? ____ yes ____ no

(Caterer's name)

(Address)

(Phone)

Will alcoholic beverages be served? ____ Yes ____ no sold? ____ yes ____ no

(If alcoholic beverages are being sold, the Caterer must provide a NYS Liquor Authority Permit to the City of Albany with this application.)

NOTE: The supplies listed below are the ONLY items the City of Albany provides based on availability.

Equipment Requested:

General Public

(Please indicate number requested)

Trash Containers: _____

Tables: _____ (6ft or 8ft)

Chairs: _____

Groups must supply their own equipment. Please indicate what equipment you will be bringing to the event.

For example: Extension cords, P.A. System, Projector and Screen etc.

How will the site be cleaned following the event? _____

Are you requesting the City of Albany Podium* for this event? ____ yes ____ no

*This must be a City of Albany affiliated event and podium is based on application approval and availability. Please explain the nature of the City's participation/affiliation (department & contact):

City of Albany Employees / Department Events ONLY:

(Please indicate number needed)

Podium _____ PA System _____ TV _____ Projector and Screen _____

Extension Cords _____

I am aware, as the applicant of this permit, that I am responsible for:

- possession of the permit at the site
- supervision at the event
- orderly conduct of participants and/or spectators
- maintenance and clean up of the event area
- payment for any damages to the facility and/or equipment
- paying all fees and charges
- Adhering to all conditions and limitations on the permit, including, but not limited to, facility and space to be used, duration of use, and the presence of a responsible person as named on this application.

Signature

Date