



Byron W. Brown  
Mayor

# Special Event License Application

**Contact Info:**

Department of Permit & Inspection Services  
Commissioner: Richard M. Tobe  
Supervisor: Patrick Sole, Jr.  
Contact Person: Nancy Smardz  
313 City Hall  
65 Niagara Square  
Buffalo NY 14202  
Office: 716-851-4078  
Fax#: 716-851-4952  
Email: nsmardz@city-buffalo.com

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell #: \_\_\_\_\_ Email# \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Information**

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

This Years Event Date: \_\_\_\_\_ Last Year's Event Date: \_\_\_\_\_

Location Of Event:  
\_\_\_\_\_

Sponsor(s) of Event:  
\_\_\_\_\_

Product(s) to be Sold:  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
Owner/Applicant

{ Temporary Stand (Food) \_\_\_\_\_  
License fee: \$31.50 /stand

{ Exhibitor (Merchandise) \_\_\_\_\_  
License fee: \$26.25 / stand

TOTAL # of Booths \_\_\_\_\_

TOTAL FEES: \$ \_\_\_\_\_

{ CASH

{ CHECK

CK# \_\_\_\_\_

{ MONEY ORDER

Please make checks payable to the "City of Buffalo"