

## **CANALSIDE - VISITOR EXPERIENCE 2013 Assisted Programming Application**

Date Submitted:

**Contact Information:**

Name:	<input type="text"/>	Title:	<input type="text"/>
Organization:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Zip Code:	<input type="text"/>	Phone:	<input type="text"/>
E-mail:	<input type="text"/>		

Is your Organization a registered 501(c)(3)?  Yes  No  Pending

*\* If Yes or Pending, please attach IRS Letter of Determination.*

**Programming Assistance being applied for:**

- General (complete pages 1 - 5 only)
- Story of Buffalo (complete page 1 - 6)
- Special (complete pages 1 - 5 AND page 7)

\*Please refer to the Request for Proposals for a description of the programming types and funding available.

**Title of Program:**

**General Description:**

**Location:** (Refer to Map)

- Anywhere, our program is flexible
- Everywhere, our program is mobile by its nature
- We request the following land area(s):
  - Naval & Serviceman's Park\*
  - Green Slope    Ruins    Whipple Truss Bridge
  - Great Lawn    Boardwalk
  - Cobblestone Streets (Lloyd, Prime, Hanover and Perry)
  - Pierce Lawn    Dart Lawn    Dunbar Lawn
  - The Beach    Boardwalk Extension
- We request to be on the water (Commercial Slip, Buffalo River)

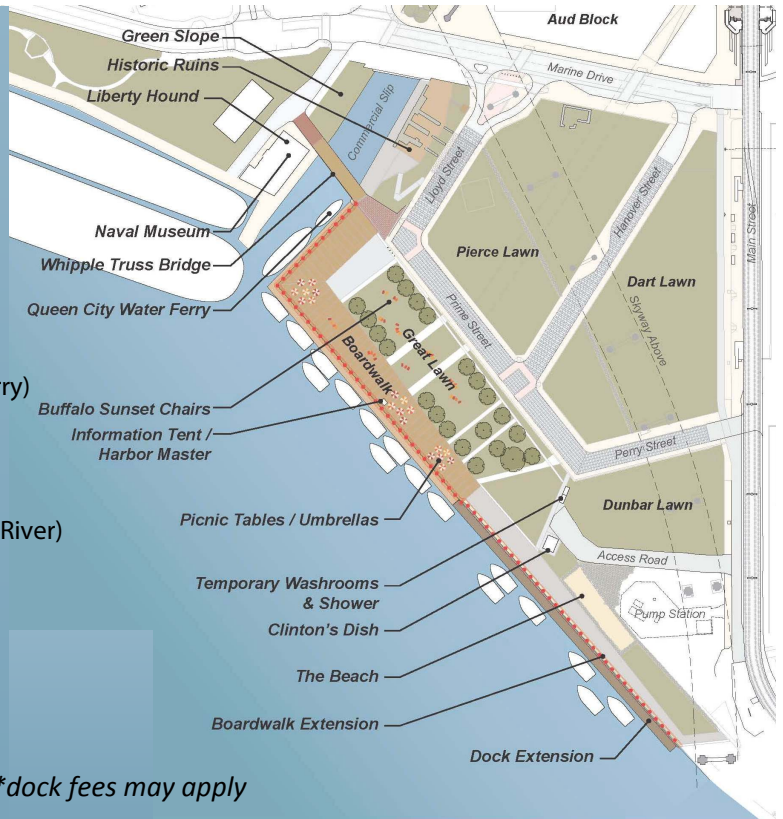
In addition to the program occurring on the water, we are requesting dock space at:

- Commercial Slip (historic or replica vessels only)
- Floating Docks

Number of vessels

Length of vessels (LF)

*\*dock fees may apply*



Provide specific details regarding the location requested and how you plan to use the space:

*\* Use of the Naval & Serviceman's Park facilities will require a signed agreement between them and your organization at the time of submitting this application. Any costs associated with the use of these facilities are the responsibility of the organization and will not be covered by Erie Canal Harbor Development Corporation.*

**Frequency:**

ECHDC encourages Applicants to plan events during the following time blocks:

Weekday • **lunchtime** (11:00am - 2:00pm) • **afternoon** (2:00pm - 5:00pm) • **evening** (6:00pm - 8:00pm)  
 Plus Weekend • **mornings** (begin 9:00am) • **late evenings** (end 10:00pm).

<input type="radio"/> Single Day	Preferred Date/Time	<input style="width: 100%;" type="text"/>	Backup Date/Time	<input style="width: 100%;" type="text"/>
<input type="radio"/> Multiple Dates	List Dates/Times	<input style="width: 100%;" type="text"/>		
<input type="radio"/> Weekend	Preferred Date/Time	<input style="width: 100%;" type="text"/>	Backup Date/Time	<input style="width: 100%;" type="text"/>

Date of Programming is critical because:

- Part of a Regional Event held on the requested date
- Significant date for the Organization (Anniversary, Birthday, etc.)
- The date is the reason for the event (Memorial Day, 4th of July, etc.)
- Date/Time are flexible

Provide any additional information on requested dates and/or times:

**Site Amenities Required:**

Provide description for each needed Amenity

	Riser or Stage	
	Sound	
	Lighting	
	Small Tent	
	Large Tent	
	Tables	
	Chairs	
	Additional Bathrooms	
	Additional Security	
	Site Cleanup	
	Temporary Storage	

**The following amenities are available or may be coordinated at Canalside in 2013:**

**Riser** - 20 ft. x 24 ft. semi-permanent - no charge.

**Stage** - Stage may be coordinated with preferred vendor, charges will apply

**Sound** - Small P/A system, no charge.

Large sound equipment may be coordinated with preferred vendor, charges will apply

**Lighting** - May be coordinated with preferred vendor, charges will apply

**Small Tent** - Up to 6 small tents (10 ft. x 15 ft.) - no charge.

**Large Tent** - may be coordinated with preferred vendor, charges will apply

**Tables** - may be coordinated with preferred vendor, charges will apply

**Chairs** - Adirondack chairs are available at no charge.

Other types may be coordinated with preferred vendor, charges will apply

**Bathrooms** - 2 Mens and 2 Womens washrooms are available, no charge

**Additional Bathrooms** - May be coordinated with preferred vendor, charges will apply

**Regular Security** - Security staff maintains the site at no charge.

**Additional security** - May be coordinated with preferred vendor, charges will apply

**Site Cleanup** - May be coordinated with Buffalo Place Operations personnel, charges will apply

**Budget:**

**Program Budget**

\*Check Box if applicable to ECHDC Funding Request\*

Qualified Staff (Employees, Actors, Volunteers, etc.)	<input type="checkbox"/>
Program Development, Training and/or Preparation	<input type="checkbox"/>
Special equipment, tools and/or consumable supplies	<input type="checkbox"/>
Marketing, advertising and/or promotional materials	<input type="checkbox"/>
Site Amenities:	
Stage	<input type="checkbox"/>
Sound	<input type="checkbox"/>
Lighting	<input type="checkbox"/>
Large Tent	<input type="checkbox"/>
Tables	<input type="checkbox"/>
Chairs	<input type="checkbox"/>
Additional Bathrooms	<input type="checkbox"/>
Additional Security	<input type="checkbox"/>
Site Cleanup	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
TOTAL PROGRAM BUDGET:	
ECHDC Funding Request:	


ECHDC Sub-Total <= 50% of TOTAL PROGRAM BUDGET  
 ECHDC Sub-Total <= Programming Fund Maximum  
*Refer to RFP for Programming Fund Maximum*

We plans to offset our Organization's costs by:

	Sponsorships
	Selling Concessions (No Alcohol)**
	Selling Concessions (Including Alcohol)**
	Vendor Fees
	Gate/Entrance Fees or Ticket Sales***

\*\* Organizations are made aware that concessions may be prohibited or restricted at certain times at the discretion of ECHDC.  
 \*\*\* ECHDC strongly discourages gate/entrance fees or ticket sales as these programs are receiving public funds. Organizations are made aware that requiring gate/entrance fees or ticket sales may be basis for rejecting this Application.

**Attendance:**

	2013 Estimated	2012	2011
Children (2-17)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adults (18-64)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Seniors (65+)	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL:	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Our organization completed Programming at Canalside in 2012
- Our organization completed Programming at Canalside in 2011

Provide specific details regarding the 2013 Estimates:

Provide specific details regarding the 2012 and 2011 attendance figures:

**Insurance Requirements:**

*Refer to Section IV.D.4 and Exhibit A of the RFP for Insurance Requirements.*

*These insurance requirements are considered minimums and may be adjusted higher based on the submitted proposal.*

Our organization has reviewed the minimum insurance requirements in the RFP and we can provide the same.

**General Programming Application Submitted By:**

Name:	<input type="text"/>	Title:	<input type="text"/>
Signature:	<input type="text"/>		

General Programming Application is complete. Stop Here.  
**Story of Buffalo Programming Application continue to Page 6.**  
**For Special Programming Application complete Page 7.**

**Title of Program:**

**Describe how your programming helps tell the Story of Buffalo:**

**Story of Buffalo Programming Application Submitted By:**

**Name:**

**Title:**

**Signature:**

***Only Special Programming Applicants complete this page***

**Title of Program:**

**Describe the unique and special nature of your programming:**

**Describe why your programming should occur at Canalside as opposed to another area of the City:**

**Will your Special Programming attract Regional, National or International attention? Describe.**

**Special Programming Application Submitted By:**

**Name:**

**Title:**

**Signature:**