NYCDOT Special Events Application for the
Installation, Removal, Modification or Temporary Use of

Organization Information
Name of Organization: ________________________________
Building Address of Organization: ________________________________
Mailing Address of Organization: ________________________________
Organization’s Authorized Representative: ________________________________
Phone Number: _______ Fax Number: _______ Email Address: ________________________________

General Provisions

1. The Organization listed above shall be solely responsible for all costs associated with its use, modification, installation and removal of the streetlight(s) including, but not necessarily limited to, pole taps and cable runs (the “Work”).
2. The Work shall be performed by a licensed electrical contractor and shall be coordinated with the appropriate utility (i.e. Con Edison).
3. Your organization is responsible to make the necessary financial arrangements with Con Edison or appropriate utility for energy cost.
4. The Work shall comply with all applicable rules, regulation, laws and safety codes.
5. This application must be accompanied by a drawing and/or a detailed schematic of the proposed Work as well as any photos requested by the New York City Department of Transportation (NYCDOT).
6. The organization shall be responsible for any missing or damaged streetlight equipment or any other property for the duration of the Work.
7. The complete application along with a signed and notarized “Indemnification and Hold Harmless Agreement” (Page 3) should be filed with the NYCDOT Office of Special Events, at least seventy-two (72) hours prior to commencing Work, via email: specialevents@dot.nyc.gov and/or Fax: (212) 839-4841/4254. The complete signed original application must follow immediately via United States Postal Service mail to:

New York City Department of Transportation
Office of Special Events
55 Water Street, 9th Floor
New York, NY 10041

8. No Work shall be performed until approved by NYCDOT. A NYCDOT-approved copy of this application must be carried at all times during the Work and presented to NYCDOT upon request.
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Nature of work requested

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Start Date of Work: _________________________ Time: _________________________

End Date of Work: _________________________ Time: _________________________

Work Location(s): _________________________________________________________
________________________________________________________________________

Electrical Contractor Information

Name of licensed Electrical Contractor: ________________________________

Name of Contact Person: _______________________________________________

Building Address of Electrical Contractor: _________________________________

Mailing Address of Electrical Contractor: _________________________________

License Number: ____________________ Phone Number: ___________ Fax Number: ___________

________________________________________________________________________

Signature ____________________________ Date ________________
(Organization’s Authorized Representative)

DOT Official Use Only:

Approved / Denied

NYC / DOT / DSL Name (Please Print): _________________________________

NYC / DOT / DSL Signature: ___________________________ Date: ________________

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DSL #
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration for the permission granted by New York City Department of Transportation to
__________________________ ("Permittee") to use
__________________________ ("Premises") during the period of
__________________________ for the purpose of

Permittee/Applicant agrees as follows:

The Applicant shall be liable for, indemnify, defend and hold the City of New York ("City") and NYCDOT, its
officers, agents, servants, representatives, employees, attorneys, consultants and independent contractors
(collectively referred to as the ("Indemnities") harmless from any and all liabilities, suits, obligations, fines,
damages, penalties, claims, charges and expenses (including, without limitation, attorney’s fees and
disbursements)("Damages") that may be imposed upon or incurred by or asserted against any of the Indemnites
arising out of or related to
as well as the Applicant’s presence or the presence of the Applicant’s agents, representatives, servants, employees or
independent contractors during the

whether or not

such damages are due to the negligence of the City or otherwise; provided, however, that the foregoing liability and
indemnity obligation shall not apply to any Damages to the extent arising out of any willful misconduct or gross
negligence of the City, its officers, employees, servants, agents, attorneys, consultants or independent contractors.
Further, the Applicant acknowledges that a condition of the City’s approval of this application to perform
is that the City assumes no liability for liabilities, suits, obligations,
fines, damages, penalties, claims, costs, charges and expenses (including, without limitation, reasonable attorney’s
fees and disbursement) to either persons or property on account of the same, except as expressly provided herein.

The Applicant shall forever release and discharge the City and NYCDOT, its officers, agents, servants,
representatives or employees from any and all claims, demands, rights of action or causes of action, present or
future, whether same be known or unknown, anticipated or unanticipated, resulting from the
__________________________, as well as the Applicant’s presence of the Applicant’s agents, representatives,
servants, employees or independent contractors during the

The Applicant, as well as its successors, shall forever refrain from instituting, prosecuting or maintaining any action,
suit or proceeding, at law or otherwise against the City of New York or NYCDOT, its agents, servants,
representative, or employees based upon any injuries which it may suffer, including death or damages, both personal
or to property, whether same be known or unknown, anticipated or unanticipated, resulting from the
__________________________, as well as the Applicant’s presence of the Applicant’s agents, representatives,
servants, employees or independent contractors during ____________________________.

Sincerely,

By: _______________________

Title: _______________________

Sworn to before me this
____ day of __________, 20__.