

Additional Information

Please answer all questions correctly. Unanswered questions may delay your request.

- 1. Is this event open or advertised to the public? * Yes No
- 2. Is this a fundraising/revenue producing event? * Yes No
- 3. Will there be soliciting or selling of any kind? * Yes No
- 4. Will you be charging a fee for this event? If yes, how much? _____ Yes No
- 5. Will you be using a caterer? If yes, please fill out information below: Yes No

Contact Person _____
Business Name _____
Address _____
City _____ State _____ Zip _____
Contact Phone# _____

IMPORTANT CONSIDERATIONS:

- 1. *Consumption, sale or distribution of alcoholic beverages is prohibited.*
- 2. *A Business License may be required for the sale of any items on public property.*
- 3. *Discharge of fireworks or other explosives is **prohibited**.*
- 4. *Bathrooms are closed seasonally. Port o Potties are available at all times.*

REQUIREMENTS:

- 1. ***Applicant is required to pay facility fee upon submission of permit (unless otherwise directed).***
- 2. ***Applicant is required to provide the Town with a refundable damage deposit depending on size and type of event upon approval of permit (if applicable).***
- 3. ***Applicant is required to provide proof of insurance (\$1,000,000 LIABILITY w/ Village as Addt'l Insured) prior to the event indemnifying the Village of Florida of any liability. NOTE: Certificate Holder MUST be addressed to: Village of Florida, 33 South Main St, Florida NY 10921.***
- 4. ***No costs are to be incurred by the Village. All costs, direct or indirect, associated with the event are the responsibility of the applicant.***
- 5. ***Applicant agrees to abide by all Village of Florida rules and regulations.***

FEE WAIVERS MUST BE REQUESTED IN WRITING

- Request fee waiver explanation attached***

RULES/REGULATIONS/INDEMNIFICATION

Please **READ CAREFULLY**. Complete and/or initial on the following important policies, rules and regulations:

- a. For proof of Village/Town of Warwick residency, please attach a copy of your **VALID** driver's license (*MUST be 18 & over for Facility Permits*) or a current, electric/cable bill or a Village Tax Bill. All applications are approved on a case by case basis, subject to certain restrictions and availability of

facility and staff.

- b. Set-up/clean-up/removal of decorations will be the responsibility of the group. Please include this in your requested time. **You will not be given access prior to the time scheduled on your permit.** Non-compliance of this policy will cause forfeiture of the refundable security deposit. The deposit will be refunded to the applicant if the facility is left clean and free of damage.
- c. If group is an organization, issue refundable deposit to: _____ **Allow at least 14 working days**
- d. **Consumption of alcohol is prohibited. Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction.**
- e. Parking is only permitted in designated areas. No parking on grass or walkways.
- f. Other permits may be required depending on the type of event (i.e. Special Events, Fundraisers, Films/Photoshoots, Sale of Food.)
- g. **Law Enforcement intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.**
- h. **Cancellation Policy:** Facility Use Permits are **NON-REFUNDABLE. NO EXCEPTIONS.**
- i. Changes made to the dates, times, number of attendees, etc. after the permit has been processed will be assessed a permit revision fee or may result in **new permit fees** (case by case basis).__(initial)
- j. Any cost incurred due to damage to the facility/grounds or due to law enforcement intervention arising from the group's event will be billed to the group.
- k. Payments may be in the form of **cash, check or money order** .All deposits and fees *must* be paid in full no less than two weeks prior to being issued a valid Facility Use Permit. Checks *must* be payable to the Village of Florida.. In the event of a bounce check, fees will be applied.

FEES

Village of Florida /Town of Warwick Resident \$50.00 use fee \$100.00 Deposit

Outside Warwick Resident \$250.00 use fee \$250.00 Deposit

*If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of persons in attendance, etc., the event may be cancelled prior or during the event at the discretion of the Town Staff and may result in forfeiture of fees and deposits and/or denial of current and future applications for use of Department facilities and may incur additional Town charges.

*I certify that I have read and understand all the rules and regulations governing the use of the parks and facilities. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the parks and will be responsible for any damages to the parks, facility, furniture, or equipment caused by our occupancy of the property. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits.__(initial)

**Village of Florida
33 South Main St
Florida, NY 10921**

VILLAGE OF FLORIDA PARKS & RECREATION INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY

I hereby certify that I am authorized to issue contracts on my own behalf or that of the organization listed which I represent. I further certify that I have read the rules, regulations, conditions and terms of the Village of Florida Parks & Recreation application for a Facility Use Permit. In consideration for my or my organization's use of the facilities and/or property owned or operated by the VILLAGE as listed, I hereby agree on behalf of myself and my organization, if any, as follows:

1. That I and my organization will abide by all rules and regulations of the Village and all other directives of the Village.
2. That I and my organization will indemnify and hold harmless the Village, its officers, agents, representatives and/or liability, including legal costs and attorneys' fees, that may result from any death or injury to persons or damage to property that may result from my or my organization's use of the facilities and/or property, whether such death or injury or damage to property is caused by the passive or active negligent act or omission of the Village except that this indemnification shall not apply to any loss rising solely from the intentional or willful misconduct of the Village.
3. That neither myself nor any one of my organization shall make any claim against the Village, its officers, agents, representatives and/or employees for any injury or liability which I have indemnified the Village.
4. That I personally and on behalf of my organization will conduct a reasonable safety inspection of the Village facilities and/or property and all grounds, structures or buildings used by me and/or my organization immediately prior to use of the facilities and/or property, and will bring any conditions creating any hazard to the attention of appropriate Village representatives. **My signature below signifies my agreement to the rules, regulations, policies and Village Indemnification.**

Signature of Applicant: _____

Date: _____

NO REFUNDS!!!

FOR OFFICE USE ONLY

PERMIT NO. _____

APPROVED DENIED (If so, REASON): _____

PAYMENT TYPE:

SECURITY DEPOSIT / TYPE: _____

FEE WAIVER REQUESTED

CHECK NO. _____

CREDIT CARD _____

CASH _____

FEE REQUIRED: _____ FEE PAID: _____

INSURANCE REQUIRED YES NO AMOUNT (\$1,000,000 LIABILITY W/VILLAGE AS ADD'L INSURED) CERT. RECEIVED

COMMENTS _____

STAFF SIGNATURE / DATE _____