

Procedure for Events Held on Village Property

- **An application must be completed and submitted to the Recreation Commission in a timely manner. By organizations two (2) months prior to the event and by homeowners/individuals not associated with a group six (6) weeks prior to the event.**
- **Applications may be made within the calendar year of the event only.**
- **The Recreation Commission reviews applications at their monthly meeting and makes recommendations to the Village Board. The Recreation Commission meets the third Tuesday of each month.**
- **Village Board receives recommendations and makes the final decision.**
- **Village Board will notify the applicant of their decision.**
- All use of the Bandstand requires an application.
- Groups of ten or more must fill out an application for use of the Mayor's Park pavilion.
- Organizations or clubs utilizing the facility must provide the Village of Cold Spring (at least three weeks before the scheduled event) a liability insurance policy naming the Village of Cold Spring as a name insured on said policy. The policy shall have limits of \$1,000,000.00 for any one injury and \$2,000,000.00 for any one event and be written by or through an insurance company licensed by the State of New York.
- Homeowners/Individuals not associated with a group are required to provide proof of insurance with a minimum coverage of \$300,000 with the application.
- If the event includes an Inflatable, the applicant must include a certificate of insurance from the company supplying the inflatable.
- If live animals are included in the event, the applicant must include a certificate of insurance from the company supplying the animals.
- If food is to be sold, the applicant must provide the Village of Cold Spring the Health Department permit two (2) weeks before the event.
- If alcohol is to be sold, the applicant must provide the Village of Cold Spring with the NYS-SLA permit two (2) weeks before the event.

APPLICATION FOR GROUP USE OF MAYOR'S PARK PAVILION, MCCONVILLE PARK, BANDSTAND AND BALLFIELDS

Facilities Requested: _____

Date(s) of Event: _____ Time: _____

Date(s) and Time for Set Up and Break Down: _____

Sponsoring Organization _____

Address: _____

Email: _____ Phone: _____

Please check if applicable:

Cold Spring Village Resident Philipstown Resident Not- for-Profit Org.*

****If this is a 501C-3 Not-For Profit organization please attach proof***

Designated Contact: _____

Address: _____ EMail: _____

Phone: _____ Cell: _____

ESTIMATED ATTENDANCE _____

Amplified Sound? Yes No Time: _____

Ticketed Event Information

Event Name: _____ Type of Event: _____

Number of tickets that will be sold: _____

Activities Planned: _____

How will the event be advertised: _____

Will there be a stage? Yes No Where: _____

Will alcohol be sold ? Yes No If yes, a separate NYS SLA permit required at
(518)474-0385

Will food be sold? Yes No If yes, separate Health Dept. permit require

Will any goods be sold? Yes No

Describe: _____

Will there be a tent or canopy Yes NO

Size: _____ Square Feet Location: _____

A Site Plan for Ticketed Events must be submitted with this application

- All fees and deposits must accompany the completed application. (Fees for usage listed on the last page.)
- Alcoholic beverages are prohibited on park grounds unless an NYS-SLA Permit has been obtained
- Groups must clean area to the satisfaction of the park caretaker and department by posted closing time.
- If the dumpster is filled and needs to be emptied due to the event, the fee to empty the dumpster will be used from the Security Deposit.
- Stapling or nailing items to the structure or defacing in anyway is strictly forbidden.
- Rain dates cannot be reserved.
- The Applicant receiving approval agrees to and acknowledges the responsibility for compliance with all applicable rules, regulations, ordinances, and statutes. The Applicant expressly agrees that they will not use the Village Facility to which the permit applies for any activity proscribed by the laws of the U.S., State of New York, the County of Putnam or the Village of Cold Spring. The Applicant further agrees to accept the total responsibility of preserving proper order and decorum, the protection of Village property, and the restoration of the facility to the condition in which it existed prior to the event. The Applicant agrees to comply with the instructions and directions of the Village Board or their authorized designee and all Village of Cold Spring staff. The commission of any act in violation of Federal, State, County, or local laws by the Applicant shall be deemed a material breach of the terms of the approval and shall be sufficient grounds for the Applicant's Approval to be revoked .
- **FORFEITURE OF DEPOSIT MAY RESULT FROM THE FOLLOWING:** Failure to comply with the Application Use Requirements Failure to leave the area in the condition it was before the event.

- The undersigned is over 21 years of age and has read this form and all included information and agrees to comply with them. He/She does hereby agree to be responsible to the Village of Cold Spring for the care and use of the facilities. I, on behalf of _____ do/ does hereby agree to indemnify and hold harmless the Village of Cold Spring from any and all claims, suits, or demands and any expenses incurred by said Village for investigation, legal fees, or otherwise, which arise out of or are connected with the Village facility applied for herein and said Village shall be held harmless and indemnified regardless of whether the acts are the fault of the applicant or the Village. I, _____, and/ or the organization I represent, _____, agree to pay for any any all damages to equipment or property of the Village of Cold Spring by said organizations, members, guests, or visitors.

Signature (Organization representative)

_____ Date _____

Approval by Recreation Commission: Date _____ By _____

Notes:

Approval by Village Board: Date _____ By _____

Village Board to check appropriate Notations from Recreation Commission distribution:

- ___ Village of Cold Spring Police
- ___ Village of Cold Spring Highway Department
- ___ Village of Cold Spring Fire Department
- ___ Philipstown Ambulance

FACILITY & FEES/SECURITY DEPOSIT for NON-TICKETED EVENTS	Cold Spring Village Resident	Philipstown Resident	Non-Resident	Not-for-Profit Resident Only	Profit Resident Only	Fees for Your Event
Mayor's Park Only (Planned Athletic Events)	0	Per request not to exceed \$50.	X	X	X	
Mayor's Park Pavilion Only (M-TH)	\$25/\$25*	\$50/\$50*	X	\$25/\$25*	X	
Mayor's Park Pavilion Only (F-SU & H)	\$50/\$50*	\$100/\$100*	x	\$50/\$50*	X	
Bandstand (Weddings)	\$250.	\$250.	\$250	X	X	
Mayor's Park and Pavilion Non Ticketed Event (M-TH)	\$25/\$25*	\$50/\$50*	X	\$25/\$25	X	
Mayor's Park and Pavilion Non Ticketed Event (F-SU & H)	\$50/\$50*	\$100/\$100*	X	\$50/\$50*	X	
McConville Park	0	0	X	X	X	
* Security Deposit Equal to Rental Due with Application						
Ticketed Event - Mayor's Park This includes all events where use and access to Cold Spring Village property is closed to the public and charges are levied for admission, sales, or entry fees. Mayor's Park Maximum 2,000	Not- For Profit \$50. per day/ \$50. Security Deposit per day No fee for 1 set up day.		Profit \$1000 per day/ \$500 per day Security Deposit Set up days are considered rental days.		Fees for Your Event	
Additional use of the Pavillion	No fee		\$ 250. Per day Set up days are not considered rental days.			
Police: \$38/per hour Number to be determined by the Officer in Charge						
Cold Spring Village Public Works Staff : \$32./per hour						
Port-o-Sans - Responsibility of the Permittee						X
Electrical Access - Responsibility of Permittee						X
Trash (Dumpsters) and Collection - Responsibility of Permittee						X
Please note the Village of Cold Spring may impose additional requirements prior to the issuance of the petil as are required by the nature of the use applied for. Any costs associated with these additional requirements will be incurred						

by the permittee.	
Total Amount Due with the Application Checks made out to <i>Cold Spring Village</i>	

