

Town of North Salem Recreation Department
270 Titicus Road, North Salem, NY 10560
914-669-5665 recreation@northsalemny.org

REQUEST AND PERMIT FOR USE OF FACILITIES FOR SPECIAL EVENTS

Any person desiring to request the use of the Croton Falls recreational space, Joe Bohrdrum Park or Volunteer's Park, for an event open to the general public where attendance of 100 or more persons and/or a duration of four hours or more is anticipated, shall file with the Town Recreation Department, for submission to the Town Board this application together with an application fee in the amount of \$250.

This application must be accompanied by an application fee in the amount of \$250.00 made payable to Town of North Salem.

Event Information:

Event name:		Will an entrance fee be charged? <input type="checkbox"/> No <input type="checkbox"/> Yes, amount: _____	
Date and time of event:		Maximum number of persons anticipated, per day:	
Applicant Contact Information		On-Site Event Manager Contact Information	
Name:		Name:	
Address:		Address:	
Phone:		Cell Phone:	
Email:		Email:	
Event Description			
Please briefly describe the event:			

Desired Facility Use:

Select the desired location(s) below:

Volunteer's Park (250 June Road) <input type="checkbox"/> Basketball Court <input type="checkbox"/> Soccer/Lacrosse Field <input type="checkbox"/> Baseball Field <input type="checkbox"/> Playground <input type="checkbox"/> Other: _____	Joe Bohrdrum "JB" Park (15 Sunset Drive) <input type="checkbox"/> Basketball Court <input type="checkbox"/> Upper Field <input type="checkbox"/> Lower Field <input type="checkbox"/> Baseball Field <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Playground <input type="checkbox"/> Picnic Area <input type="checkbox"/> Grassy Area <input type="checkbox"/> Other: _____	Croton Falls Recreational Space (Route 22) <input type="checkbox"/> Gazebo <input type="checkbox"/> Other: _____
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Participant Information:

Please list all participants, including exhibitors and vendors. Attach additional pages if necessary. The Applicant shall notify the Town Board as soon as practicable when there are any changes to the planned exhibitors, vendors and other participants from what is provided below and/or attached.

Name	Role in event	Address	Phone number

Event Layout:

Provide a plan or sketch in the box below or attach separately. The plan must show the layout of the event area, including the location of all existing structures and improvements, the location and description of all event-related temporary structures, tents, stands, ingress and egress, parking, signs, lighting, electrical equipment, sound equipment, mechanical equipment, portable toilets, and any other information related to the event.

Safety and Traffic Control Plan:

Provide details in the box below or attach separately. The Applicant shall be responsible for contacting the Chief of Police of the North Salem Police Department and including a plan for security and/or traffic control measures that is satisfactory to the Chief of Police. The Applicant shall be solely responsible for the cost of the plan for the provision of security and/or traffic control.

Fire Prevention and Safety Plan:

Provide details in the box below or attach separately. The Applicant shall be responsible for contacting the Building Inspector and including fire prevention and safety measures satisfactory to the Building Inspector. The Applicant shall be solely responsible for the cost of any site-specific plan for the provision of fire prevention and safety measures.

Emergency Medical Service Plan:

Provide details in the box below or attach separately. The Applicant shall be responsible for including a plan for providing emergency medical service that is satisfactory to the Town Office of Emergency Management. The Applicant shall be solely responsible for the cost of any site-specific plan for the provision of emergency medical service.

Event Site Cleanup Plan:

Provide details in the box below or attach separately. The Applicant shall be responsible for including a plan for the cleanup of the event site after the occurrence of the event. The Town Board may require the Applicant to post a bond in an amount not to exceed \$500, which may be used to secure compliance with the clean-up plan, and which shall be returned to the Applicant once it has been determined that the Applicant has complied with the plan.

Temporary Building Permits and Inspections:

Prior to commencement of any event, the Applicant shall, at its sole expense, make arrangements for the inspection of any pavilion, tent or other temporary enclosure or structure and obtain any temporary building permit that the Building Inspector may require.

Will any pavilions, tents, or other temporary enclosures be used? ☐ No ☐ Yes, list: _____

Other Approvals:

Prior to commencement of any event, the Applicant shall, at its sole expense, obtain any approvals that may be required under the laws, rules and regulations of New York State or Westchester County.

Will any other approvals be required? ☐ No ☐ Yes, list: _____

Additional Information:

If necessary, please provide any additional information that will assist in the review and approval of this event. Use the box below or attach separately.

Insurance Requirements:

A Certificate of General Liability with limits of \$1,000,000/2,000,000 naming the Town of North Salem as additional insured is required. Insurance must be purchased from an insurance company licensed to transact business in the State of New York.

Prior to commencement of any event and until completion of the event, the Applicant shall, at its sole expense, maintain insurance on its own behalf and furnish to the Town certificates of insurance from an insurance company licensed to do business in New York State, in accordance with the Town's minimum insurance requirements. Should it be determined that the extent of the operations in any particular case require insurance coverage in greater amounts than the Town's minimum insurance requirements, the Applicant shall provide certificates of insurance in the requested amounts. The Town may, in its discretion, accept insurance certificates from exhibitors, vendors, and other participants, in partial or complete satisfaction of the Applicant's insurance obligations.

Indemnification and Hold Harmless Agreement:

The above named organization/individual agrees to be responsible to the Town of North Salem for the use and care of the town's property and for the policing and protection of said property. The above named organization/individual will comply with the rules and regulations prescribed by the Town of North Salem Recreation Department. In addition, the above named organization/individual does hereby covenant and agree to defend, indemnify and hold harmless the Town of North Salem from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of North Salem's property, services, activities, functions, events, or affairs.

Date

Signature of Authorized Representative

Printed Name of Authorized Representative

Office Use Only. Please do not write in this area.

The above application was sent for review to:

- ☐ Superintendent of Highways on ____/____/____.

☐ Chief of Police on ____/____/____.

☐ Building Inspector on ____/____/____.
- ☐ Office of Emergency Management on ____/____/____.

☐ Superintendent of Recreation on ____/____/____.

☐ Other:

The above named resident or organization is permitted to use the facility as stated below, by virtue of Resolution # _____, approved by the Town Board of the Town of North Salem on ____/____/____.

Superintendent of Recreation

Date

Date/Time:	
Facility Name:	
Maximum Attendance:	
Certificate of Insurance received on:	

CC: Town Board
Highway Dept
Police Dept
Building Inspector
OEM
Recreation Dept

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Facility Use Rules

- All parks are carry in, carry out. All garbage must be taken with you after your event. You may not leave garbage at any park.
- Facility use is subject to changes and/or cancellation due to a variety of factors, some of which may not be under the control of the Town of North Salem.
- A permit is not assignable to any other person, organization or entity.
- The Town Board and/or its designated representative may, at any time, revoke any permit, due to:
 - Anticipated adverse weather conditions, or
 - A failure to comply with a condition of the permit, this policy or any applicable law, rule or regulation.
 - When a permit is revoked, no refund of any part of the application fee will be made.
 - When a permit is revoked prior to the day of the event, notice of revocation, including the reason therefor, shall be provided by phone call and email to the Applicant per the contact information provided in paragraph 1 (A) and a copy of the notice will be provided to the Chief of Police and other officials identified above.
 - When a permit is revoked on the day of the event, notice of revocation, including the reason therefor, shall be provided by phone call and email to the Applicant and by phone call and email to The Event Manager per the contact information provided on the application and a copy of the notice will be provided to the Chief of Police and other officials identified above.