

# Town of Pound Ridge

Recreation Department  
David Goldberg  
Recreation Supervisor



Tel.: 914-764-0947/3987  
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## APPLICATION FOR THE USE OF THE TOWN OF POUND RIDGE FACILITIES

(Please Print and Submit Completed Form at least two weeks prior to event)

Name of Organization \_\_\_\_\_

Applicant/Contact \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Nonprofit: Yes  No  If yes, please attach copy of latest IRS tax filing or P&L statement.

Purpose of Activity \_\_\_\_\_ Number Attending \_\_\_\_\_

Contact person during event \_\_\_\_\_

Date requested \_\_\_\_\_ Rain Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Facility requested:  Conant Hall, check one:  Town Organization or  Private Party\*  
 Town Park, check one:  Pool  Lower picnic area/shelter  
 Small ball field  Large ball field  
 Playground

Is event open to public? \_\_\_\_\_ Will admission be charged? \_\_\_\_\_ If so, how much? \_\_\_\_\_

Is event a fund raiser? \_\_\_\_\_ If so, for what organization or purpose of funds? \_\_\_\_\_

Refreshments served? \_\_\_\_\_  Request for alcohol to be served.  Approved  Not Approved

**I HAVE READ AND AGREE TO THE CONDITIONS ON THE REVERSE SIDE.** We/I release the Town of Pound Ridge, its officials, and employees from any responsibility or liability in connection with the use of this facility.

**\*CONANT HALL PRIVATE PARTY ONLY:** Enclosed are two separate checks payable to the Town of Pound Ridge in the amount of \$400.00 each. One check is to cover the \$400.00 fee and the other is a refundable deposit. Please send checks to the Recreation Department, Town of Pound Ridge, 179 Westchester Avenue, Pound Ridge, NY 10576.

Applicant's signature \_\_\_\_\_

### FOR TOWN USE ONLY

The Certificate of Insurance has been provided \_\_\_\_\_ will be provided \_\_\_\_\_

Recommended by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## **REQUIREMENTS**

- 1. Applicant files request for use of Town facilities with Recreation Department.**
- 2. If approved, the application and Certification of Insurance is retained by the Town and the applicant keeps a copy.**
- 3. A Certificate of Insurance is required, naming the Town of Pound Ridge as a named insured. The minimum limits of this policy will be \$1,000,000. These limits may be increased depending on the nature of the activity / event.**

## **TERMS AND CONDITIONS**

- 1. To be fully responsible for any damage(s) resulting from this use of Town property.**
- 2. That rates charged for authorized use of Town buildings, grounds or other facilities is determined by the Town Board and shall include custodial costs as set forth in the Rules & Regulations governing each facility.**
- 3. To pay the Town promptly for custodial and other charges, as required.**
- 4. To read before signing this application and to have his or her organization abide by the Town's policy and the Rules and Regulations applying to the use of Town facilities.**
- 5. That whenever the raising of funds is involved, the organization so using a Town facility shall render an accounting of the receipts and disbursements to the Town Clerk on a form provided for such purposes, if requested.**
- 6. The Town prohibits smoking of any form of substance in or on any Town-owned facility, property, or at any Town-sponsored activity. It is the responsibility of the permittee to enforce this rule.**
- 7. That the possession or consumption of alcoholic beverages at Town-owned facilities is prohibited without prior written permission from the Recreation Department.**
- 8. A copy of an approved application for use of Town-owned facilities must be carried on the premises by the approved applicant. The Town reserves the right to ask any group, not in possession of an approved application to leave the premises.**