

Town of Pound Ridge



Recreation Department

Tel.: 914-764-0947/3987

Fax: 914-764-0102

APPLICATION FOR THE USE OF 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 ☐

E-mail_____

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 Parks, check one:

☐ Main parking lot

☐ Pool (Party \$50)

☐ Lower picnic area/shelter

☐ Small ball field

☐ Playground

☐ Large ball field

☐ Sachs Park

☐ P.R.E.S. soccer/lax field

☐ Other

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 \$500.00 each. One check is to cover the \$500.00 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_____

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. Lessee 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. Lessee to pay the Town promptly for custodial and other charges, as required.
4. Lessee 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 Town Board.
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 premise.

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TOWN FACILITIES HOLD HARMLESS AGREEMENT

(Renter) _____ does hereby covenant and agree to defend, indemnify and hold harmless **The Town of Pound Ridge** 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 Town facilities and parking lot(s) for the use of (Facility) _____ Date(s) _____.

(Renter) _____ shall not be obligated to defend, indemnify or hold harmless **The Town of Pound Ridge** for injuries, losses or damages resulting from negligence of **The Town of Pound Ridge**, its employees or agents, property, facilities or agents.

Town of Pound Ridge

Renter

Date _____

Date _____

***To be attached to application**