



Application for Group Use of Putnam County Facilities

201 Gipsy Trail Rd.
 Carmel NY 10512
 845-808-1994
Parks@putnamcountyny.gov

Putnam County Veterans Memorial Park Fees

<u>Group Use Permit*</u> per day	up to 250 people	over 250 people
Family, Non for Profit, or Club	\$150.00	\$250.00
Commercial or for Profit	\$250.00	\$350.00
<i>*Security deposit requirec. (per event)</i>	<i>\$150.00</i>	<i>\$300.00</i>
Commercial Events Charging parking fee	per car	\$2.00
Commercial Events charging Admission 15% fee on Ticket Sales		
<u>Whipple-Feeley Chapel Rental*</u> per day (capacity 99 people)		\$250.00
<i>*Security deposit requirec. (per event)</i>		

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INSTRUCTIONS

To reserve a date on the calendar the following items **must** be submitted to the Park Office:

- Application
- Release and Hold Harmless Agreement
- Reservation Fee
- Security Deposit

A **Certificate of Liability** is required 2 weeks prior to the day of the event. Insurance must meet Putnam County Requirements. **This must be on an Accord Form.**

The Description of Operations on the Insurance Certificate must read:

Putnam County is named as the additional insured for (date and event specified) on application.

The Certificate Holder on the Insurance Certificate Must Read:

CERTIFICATE HOLDER
Putnam County
48 Gleneida Avenue
Carmel, NY 10512
Attention: Risk Manager

INSURANCE REQUIREMENTS

1. The user hereby agrees to effectuate the naming of Putnam County as an Additional Insured on the user's policy.
2. The Policy naming Putnam County as Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer
 - b. Contain a 30-day notice of cancellation
 - c. State that the organization's/individuals coverage shall primarily cover Putnam County; its employees and volunteers
 - d. Additional Insured status shall be provided with ISO endorsement CG2026 or its equivalent.
3. The user agrees to indemnify Putnam County for any applicable damages.
4. Enclose a copy of the endorsement providing Additional Insured status.
5. Required insurance:

COMMERCIAL GENERAL LIABILITY INSURANCE
\$1,000,000 per occurrence/\$2,000,000 aggregate

LIMITS	
EACH OCCURRENCE	\$ 1,000,000
DAMAGE TO RENTED PREMISES	
MED EXP (Any one person)	
PERSONAL & ADV INJURY	
GENERAL AGGREGATE	\$ 2,000,000
PRODUCTS-COMP/OP AGG	
Deductible	

INDIVIDUALS HOMEOWNERS INSURANCE

Section Two-Liability: \$300,000 limit of liability. Policy shall not exclude off premises activities of the insured.

6. User acknowledges that failure to obtain such insurance on behalf of Putnam County constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all legal remedies available to Putnam County. The user is to provide Putnam County with a Certificate of Insurance evidencing the above requirements have been met. The failure of Putnam County to object to the contents of the Certificate or the absence of it shall not be deemed a waiver of any and all rights held by Putnam County.

FACILITY USE REQUIREMENTS

The use of Putnam County facilities shall be subject to the approval and rules of the Risk Management Department administered by the Putnam County Risk Manager.

1. Organizations wishing to use Putnam County facilities shall first apply to Veterans Memorial Park on the prescribed form. The Risk Manager has final authority on approval.
2. In the event of inclement weather, the Park staff have the final authority on whether facilities are useable.
3. Intoxicants shall not be brought onto/into facilities at any time.
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to Putnam County facilities shall be promptly repaired at the user's expense. NO EXCEPTIONS. If maintenance personnel are not available, make sure all doors are locked, and lights are turned off when leaving.
7. Organizations using Putnam County facilities must clean up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years of age always requires the presence of adequate adult supervision.
10. The fee for use is \$_____, payable before use begins.
11. The emergency telephone number for the Police or Fire Dept is 911. The appropriate authority must be contacted in the event of an emergency.

RULES AND REGULATIONS FOR PUTNAM COUNTY VETERANS MEMORIAL PARK

- 1) Park Hours Daily:
 - 10:00 a.m. - 7:30 p.m. (Memorial Day to Labor (Park is closed Thanksgiving, Christmas and New Years)
 - 10:00 a.m. - 3:30 p.m. (Fall, Winter & Spring)
- 2) Swimming is permitted only when a lifeguard is on duty.
- 3) Pets are not allowed in the Lower Park. Dogs allowed in Putnam County Guardian Dog Park ONLY with Membership.
- 4) Boats are not allowed in the Park.
- 5) Garbage must be placed in trash containers.
- 6) Fishing is permitted for children 16 and under, but not in beach area.
- 7) Organized groups may not use the park without permission.
- 8) Alcoholic beverages may not be brought into the park.
- 9) Vehicles are not permitted on the lawns.
- 10) Horseback riding is not permitted in the lower park
- 11) Nothing may be sold or offered for sale in the park, unless the vendor first obtains a permit from the Park Superintendent in accordance with the following rules and procedures:
 - a) An application must be completed and signed by the vendor;
 - b) A fifty (\$50.00) dollar application fee must be submitted along with the application, which such fee is non-refundable in the event that the application for a vendor permit is denied.
 - c) The Park Superintendent must grant or deny an application for a vendor permit within ten (10) days of the receipt of same;
 - d) The Park Superintendent may deny an application for a vendor permit for good cause;
 - e) The denial of an application for a vendor permit may be appealed to the County Executive within ten (10) days of such denial. The County Executive must then uphold or reverse such denial within fourteen (14) days of the receipt of such appeal.
 - f) If a vendor permit is issued, the vendor must post or display such permit at the merchandise or food booth when such vending is in progress.
 - g) A group or organization which has obtained permission to use the Park and which sells food or merchandise at its event as a means of funding such event is exempt from the requirement of rule "11" herein.
- 12) No loudspeaker or similar apparatus is permitted without permission.
- 13) Plants, shrubs, or trees may not be damaged or destroyed.
- 14) Fires may be burned only in grills.
- 15) No guns or other weapons will be permitted.
- 16) Hardball will not be permitted in the Park.

Application #: _____

Initials: _____

- 17) No feeding wild animals (geese, ducks, deer, etc.)
- 18) An adult must accompany children under 16 years of age.
- 19) Bus passengers will not be admitted to the Park, except with special permit.
- 20) No metal detectors allowed in the Park.
- 21) Parking permit sticker must be affixed on each vehicle at all times.

Notice: Putnam County Guardian Dog Park access is allowed during events using alternate access road.

The Putnam County Veterans Memorial Park employees are empowered to exclude from the Park, anyone who, in their opinion, disobeys Park Rules and Regulations, creates a nuisance, or jeopardizes the safety, health or comfort of visitors. We urge you to cooperate in maintaining your Park.

READ AND AGREED:

Dated: _____

Signed: _____



APPLICATION FOR USE OF PUTNAM COUNTY FACILITIES

Group Use

Today's Date: _____

For Official Use:	
<input type="checkbox"/>	Application
<input type="checkbox"/>	Notarized Release
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Payment
Amount	_____
Method	_____
Date	_____
Receipt #	_____
Received By	_____

CONTACT INFORMATION:

Name of Organization or Individual: _____

Supervisor in Charge: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____ Evening Telephone: _____

Email Address: _____

EVENT INFORMATION:

Title of Event (if any): _____

Start Date: _____ End Date: _____

Please include days for setup and teardown

Park Location Requested:

- Putnam County Veterans Memorial Park (upper park)
- Putnam County Veterans Memorial Park (lower park)
- Whipple Feeley Chapel
- Putnam Trailway
- Tilly Foster Farm
- Other _____

Start Time: _____ End Time: _____

Please include setup and teardown time

Purpose for Use: _____

Total Participants Expected: _____

Is the event open to the Public? Yes No

Is there an admission fee or tickets being sold for your event? Yes No

If yes, what are the proceeds being used for? _____

Is a parking fee being charged for your event? Yes No

Will you need tables under the pavilions moved for your event? Yes No

Application #: _____

Initials: _____

If yes, please give a description below.

Vendor Information:

Vendor permits are \$50 per day

Are vendors attending your event? Yes No

All vendors must apply and obtain a vendor permit at least 10 days prior to the event

Are food vendors attending your event? Yes No

All food vendors must apply and obtain a vendor permit BEFORE the event & have a valid Food Service Permit from the Putnam County Health Dept.

Are there Caterers attending your event? Yes No

All caterers must have a valid Food Service Permit from the Putnam County Health Dept.

Is overnight stay on premises needed during your event? Yes No

All persons must complete an application and be approved at least 10 days prior to your event \$20 per day

Add-ons for Rentals:

10'x20' Pop-up Tent (max. 2)	\$50	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many?	_____
Light Tower	\$50	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many?	_____
Stage Trailer	\$100	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Maintenance Fee per hr*	\$35	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**includes monitoring bathrooms, trash disposal, & ground litter pick up*

If Maintenance is not requested the organization/individual hosting the event will be responsible for trash disposal, bathroom cleaning, and ground litter pickup.

RELEASE AND INDEMNITY AGREEMENT

The organization/individual known as, _____, having a principal address _____

(Hereinafter referred to as the "RELEASOR"), in consideration of the permission granted to it by the County of Putnam, a municipal corporation organized and existing under and by virtue of the laws of the State of New York, having offices at 40 Gleneida Avenue, Carmel, New York 10512 (hereinafter referred to as the "COUNTY"), to enter upon and use County owned land and/or premises for a group function, hereby formally covenants, agrees and binds itself as follows.

1. The RELEASOR covenants and agrees to fully and forever release and discharge the COUNTY and any and all claims, demands, rights of action or causes of action, present or future, whether same be known or unknown, anticipated or unanticipated, resulting from any cause whatsoever arising out of the permission granted under this Agreement.
2. The RELEASOR covenants and agrees to forever refrain from instituting, prosecuting or maintaining any action, suit or proceeding, at law or otherwise, and from pressing, collecting or otherwise against the County or any officer, agent, servant, representative or employee of the COUNTY upon any claims, controversies, actions, causes of action, obligations or liabilities of any nature whatsoever, whether, or not presently known, which the undersigned ever had, now has or hereafter can, shall or may have, or allege, based upon any negligence of whatsoever nature, ordinary or gross, whether or not presently known with respect to or arising out of or in connection with any personal injury, including death, property damage arising out of permission granted under this agreement.
3. The RELEASOR covenants and agrees to defend, indemnify, and save harmless the COUNTY and

