

Village of Horseheads Parks & Recreation 202 South Main St. Horseheads, NY 14845 607-739-5691

Sullivan Park

Special Event/Pavilion Permit Application

- Answer all sections of this application completely; incomplete applications will be returned
- Return completed applications to the Village of Horseheads, Parks & Recreation, 202 South Main St. Horseheads, NY 14845
- No permits will be granted unless the back of application is signed, certificate of liability insurance is included, along with \$35 rental fee.
- Please read and sign the back of this application

Section I	1.	Name of Applicant:			
Applicant	2.				
Contact Information	3.	Mailing address:			
	4.	Phone: Day TimeNight Time			
	5.	Email:DOB:			
Section II	1.	Alternative contact:			
Alternative Contact	2.	Home Address:			
Information	3.	Phone: Day TimeNight Time			
	4.	Email:DOB:			
Section III	1.	Have you held this event before? Yes No (circle one)			
Event Information		If yes, provide event name and date:			
	2.	Type of Event:			
	3.	Date of Event:			
	4.	Location of park: (select one) Pavilion #1 (by restrooms)			
		Pavilion #2 (near playground)			
		Pavilion #3 (near cemetery)			
		Other:			
	5.	Number of participants/spectators:			
	6.	Set up begins: Clean-up ends:			
	7.	Time event begins: Time event ends:			
	8.	Will participants/spectators be charged? Yes No If so, how much?			
	Will there be vendors at the event? Yes No If so, what is the vendor permit fee?				
		Will there be merchandise available for sale? Yes No If so, provide a list of items &			
		Prices			
		*If the answer to any of question #8 is yes, please apply for a Temporary Use Authorization vending permit			
	9.				
		Products, promotional material, speeches, ceremonies, equipment to be used, etc.) MUST BE			
		COMPLETED			
Section IV	1.	Will the event be advertised? Yes No If so, describe advertising plan including dates and media			
Additional		outlets:			
Information					
		Yes No If so, what kind of advertising?			
	3.	Do you plan to drive vehicles onto Parkland? Yes No			
	4.	Have you made any provision for on-site medical services? Yes No			
	5.	Have you made any provision for on-site security? Yes No			
	6.	Do you have insurance? Yes No			
	7.	Do you plan to have amplified sound at event? Yes No			
		If yes, you must obtain a noise law permit application from the Village of Horseheads			

Office Use only Fee Required: Yes No	Conditions:	
Received: Check Cash		
Received By:	By: Village Official	Date
Date:	C C	
Action taken: Denied Approved		revised 6/2023

Village of Horseheads Parks & Recreation 202 South Main St. Horseheads, NY 14845

GENERAL RULES REGARDING USE OF VILLAGE OF HORSEHEADS PARKS & RECREATION

The use of all Village of Horseheads Parks & Recreation facilities shall be subject to the following rules. Violation may result in immediate revocation of approval. Approval for the use of recreational and park facilities shall be subject to the discretion of the Recreation Director.

- 1. In the event of inclement weather, the Parks & Recreation Director or his designee has the final authority on whether facilities are useable.
- 2. Intoxicants shall not be brought onto Village facilities at any time without prior written authorization of the Village Board. §76-3, 168-9 I
- 3. 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. §168-9 BB.
- 4. Any damage to municipal facilities shall be properly repaired at the applicant's expense.
- 5. Applicants must clean up the facilities after use.
- 6. Permits may be revoked at any time.
- 7. Smoking and other use of tobacco products is not allowed in Village of Horseheads Parks. §58-1.
- 8. All applicants must provide the following insurance. FAILURE TO DO SO WILL RESULT IN REVOCATION OF YOUR PERMIT.
 - A. The applicant hereby agrees to cause the Village to be named as an unrestricted, noncontributory additional insured on the applicant's insurance policy. The Village may require an actual copy of the policy.
 - B. The policy naming the Village for any applicable insured shall
 *be an insurance policy from an A.M. best rated "secured" New York State licensed insurer
 *contain 30-day notice of cancellation
 *state that the applicant's coverage shall be primary coverage for the Village, its Board, employees and volunteers.
 - C. The applicant agrees to indemnify the Village for any applicable deductibles.
 - D. Minimum limits of insurance:
 *Commercial General Liability Insurance
 \$1,000,000 per occurrence/\$1,000,000 aggregate
 - E. Applicant acknowledges that failure to obtain such insurance on behalf of the Village constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the Village. The applicant is to provide the Village with a certificate of insurance, evidencing the above requirements have been met. The failure of the Village to object to the contents of the certificate of the absence shall not be deemed a waiver of any and all rights held by the Village.

CONCESSION FACILITY RULES

1. The applicant shall be responsible for securing and maintaining all approvals necessary for such use, including but not limited to Chemung County Health Department permits.

Signature: _____

Date: ____