

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
MARCH 20, 2017
AGENDA**

**Call to Order
Pledge of Allegiance
Roll Call**

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: Regular meetings of February 21st and March 6th and special meeting of March 2nd, 2017.
3. Acceptance of Reports: Justice
4. Authorization to pay all approved and audited bills in the amount of \$ _____.
5. Police Report.

Presentation

1. Hannelore Chambers – Warwick Playground Dreams: Stanley Deming Park Playground Equipment

Announcement

1. The General Village Election for the Village of Warwick will be held on Tuesday, March 21st at the Goodwill Hook & Ladder, 25 Church Street Extension from 8 a.m. to 9 p.m.

Correspondence

1. Letter from Jessica Harnick regarding organizing a Global Bubble Parade in the Village of Warwick.

Privilege of the Floor

(Please limit your comments to **five (5)** minutes. Please note all remarks must be addressed to the Board as a body and not to individual Board members. Please state your name clearly before Speaking). These rules are taken from the Handbook for Village Officials – New York State Conference of Mayors and Municipal Officials.

Motions:

Trustee Cheney's Motions:

1. **MOTION** to accept the road dedications for Warwick Grove.
2. **MOTION** to go out to bid for the following: Chemicals for the Water and Sewer Plant to include delivery to Water Plant, Sewer Plant, Well #2 and Well #3. Refuse: Pickup and delivery of 30 yard refuse container on an as per need basis. Bids will be for the Fiscal Year June 1, 2017 to May 31, 2018. Bid opening to be held April 24, 2017 at 12 p.m. at Village Hall as per the DPW Supervisors recommendation.
3. **MOTION** to authorize the Mayor to sign the Proposal for Engineering Services for the Howe Street Bridge Water Main Support System between the Village of Warwick and Barton & Loguidice.
4. **MOTION** to schedule a Public Hearing for Tuesday, April 17, 2017 in Village Hall, 77 Main Street, Warwick, New York to consider a zone change for 4 Overlook Drive to add to Limited Office Overlay to the Residential zone.

Trustee Lindberg's Motions:

5. **MOTION** to grant permission to the Sesquicentennial Committee to hold a parade in celebration of Founder's Day in honor of the signing of the Village Charter on Saturday, April 15, 2017 starting at 2 p.m. The parade route starts at Church Street to Main Street to Railroad Avenue. Completed park permit and proof of proper insurance has been received. Security deposit has been waived.
6. **MOTION** to close Church Street at 1 p.m. on April 15, 2017 for parade lineup and Railroad Avenue from 2 p.m. until 6 p.m. for the benefit of the Founder's Day Celebration.

Trustee Patterson's Motions:

7. **MOTION** to grant permission to the Chamber of Commerce and the Warwick Valley Community Center to hold Applefest on Sunday, October 1, 2017 from 10 a.m. to 5 p.m. as per their letter dated March 2017. Proof of proper insurance has been received.
8. **MOTION** to grant permission to the Chamber of Commerce and the Warwick Valley Community Center to use Veterans Memorial Park for parking for Applefest attendees on Sunday, October 1, 2017 from 8 a.m. to 6 p.m. Completed park permit, security deposit and proof of proper insurance has been received.
9. **MOTION** to grant permission to the Chamber of Commerce and the Warwick Valley Community Center to hang banners from the utility poles along Main Street from Monday, September 18th through Monday, October 2nd, 2017. The banner request form, an image of the banner and the proof of proper insurance has been received.
10. **MOTION** to grant permission to the Chamber of Commerce and the Warwick Valley Community Center to hang a banner on First Street parking lot from Monday,

September 18th through Monday, October 2nd, 2017. The banner request form, an image of the banner and proof of proper insurance has been received.

11. **MOTION** to grant permission to the Chamber of Commerce and the Warwick Valley Community Center to use the First Street parking lot from 5 p.m. Saturday, September 30th until 8 p.m. on Sunday, October 1st, 2017.
12. **MOTION** to grant permission to the Chamber of Commerce and the Warwick Valley Community Center to use Stanley Deming Park on Sunday, October 1, 2017 from 9 a.m. to 5 p.m. for various family activities such as pony rides, a petting zoo, a car show, a dog show and inflatables. Completed park permit, security deposit and proof of proper insurance has been received.

Trustee McManus' Motions:

13. **MOTION** to grant permission to Wickham Works to hang a banner on West Street from April 14th to 28th, 2017 advertising Treecycle 2017 and Spring Maker's Market. Completed banner request form, diagram of banner and proof of proper insurance have been received.

Reports:

Trustee Cheney's Report: Liaison to Planning & Zoning, Town of Warwick, Public Works Daily Operations, Engineering and Infrastructure, Green Building Practices/Alternative Energy Options, Citizens Advisory Panel/Jones Chemical.

Trustee Lindberg's Report: Liaison to Parks & Recreation, Weekender Bus & Transportation Issues, Traffic and Parking, Liaison to Warwick Fire Department, Safety Committee, Crosswalk & Pedestrian Issues, and Employee Training – Workplace Violence/Sexual Harassment.

Trustee Patterson's Report: Liaison to Merchants, Chamber of Commerce, Tourism, Issues of Public Health, Senior Citizens, Public Interface and Outreach, Government Efficiency, St. Anthony Community Hospital and Bon Secour.

Trustee McManus' Report: Liaison to Albert Wisner Library, Warwick Valley Schools, Police, Ethics, Cablevision, Alteva (WVT), and Issues of Emergency and Homeland Security, WYDO and Warwick Valley Community Center.

Mayor Newhard's Report

Final Comments from the Floor

Final Comments from the Board

Executive Session, if applicable

Adjournment

March 2nd, 2017

To Mayor Michael Newhard and the Board of Trustees,

I am writing this letter in the hopes that Warwick will participate in the Global Bubble Parade in Warwick on Sunday May 28th, 2017. The Global Bubble Parade is a celebration of happiness, community, and mindfulness. The goal is to bring the community together for a short period of time to bring joy to one another and the town. You can read about it at GlobalBubbleParade.org.

A little about myself... My name is Jessica Harnick. I am the director of Rhythm and Rhyme Childcare located on Ronald Reagan Blvd. While I am not a resident of the town, Warwick has been my second home for over 10 years. I have watched many children of the community learn and grow with us and I'd like to give back by organizing this event.

Warwick would be the second location in all of the United States to host this parade, the other being Baltimore, MD. It happens all over the world and Warwick (in my opinion) would be the perfect town to be a part of this event.

The route I am interested in would be for the parade to begin at Vern Allen Park and end at Stanley Deming Park. We would parade down the sidewalk and plan to have little impact on traffic. The parade would be blowing bubbles along the route and end at the park where all the participants can interact and play.

Please let me know your thoughts regarding the proposed event. Thank you for your time.

Sincerely,

Jessica Harnick

Work #: 987-7771

Cell #: 914-204-0231

Email: jharnick@rrchildcare.com



**JACOBOWITZ
AND GUBITS LLP**
COUNSELORS AT LAW

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Gary M. Schuster
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Alanna C. Iacono
Jennifer S. Echevarria
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Robert M. Lefland
Christopher J. Cardinale
Allison G. Cappella
Donald G. Nichol**
Larry Wolinsky**
Peter R. Eriksen**
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Carmee G. Murphy**

*LLM IN TAXATION
**OF COUNSEL

REPLY TO:
158 Orange Avenue
P.O. Box 367
Walden, NY 12586
tel. (845) 778-2121
fax (845) 778-5173

548 Broadway
Monticello, NY 12701
tel. (845) 791-1765
fax (845) 794-9781

3250 US 9W
New Windsor, NY 12553
tel (845) 562-9020
fax (845) 778-5173

JACOBOWITZ.COM

March 1, 2017

RECEIVED

MAR 03 2017

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Hon. Michael Newhard
Village of Warwick
77 Main Street
Warwick, New York 10990

Re: Warwick Grove
Our File: 3632-001

Dear Mayor Newhard:

All documents and conditions prerequisite to the Village's acceptance of the road dedications for Warwick Grove have now been completed. Please place this matter on the next available agenda of the Village Board so the Board can take formal action to accept these dedications.

Thank you for your consideration and cooperation.

Sincerely,


Larry Wolinsky

cc: Michael Meth, Esq.
David Getz, P.E.
Warwick Grove Company, LLC

RECEIVED

MAR 13 2017

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

MEMO

DATE: March 10, 2017

TO: Mayor Newhard & The Village Board ✓

FROM: Mike Moser

RE: Chemical Bids

Request a motion to go out to bid for the following:

**Chemicals for the Water and Sewer Plant to include delivery to Water Plant,
Sewer Plant, Well#2 and Well #3.**

Refuse: Pickup and delivery of 30yd refuse container on an as per need basis.

Bids will be for the Fiscal Year June 1, 2017 to May 31, 2018. Bid opening to be held
April 24, 2017 12:00pm at Village Hall

March 7, 2017

Hon. Michael J. Newhard, Mayor
Village of Warwick
77 Main Street
Warwick, New York 10990

Re: Proposal for Engineering Services
Howe Bridge Water Main Support System

File: P702.2957

Dear Mayor Newhard:

Barton & Loguidice, D.P.C. (B&L) is pleased to provide this proposal to design a water main pipe support system assembly for the Howe Street Bridge Replacement in the Village of Warwick. The County is currently out to bid on this bridge project. The Village has requested that a pipe support system be included in the fabricated pre-stressed concrete bridge deck. The County will add these improvements either as an addendum to the bid documents or as a change order once the project is awarded. Based on our discussion with Village Trustee Cheney and Orange County DPW, B&L understands that the Village will be replacing the water main along the street once sufficient funds are available which will require the stream crossing. Due to the type of bridge deck being installed, the pipe support system should be included with the bridge deck fabrication.

B&L will provide the following scope of services:

- 1) Provide the Orange County DPW the weight of pipe per foot including insulation and water weight
- 2) Design of the pipe support system:;
 - a. Assembly location
 - b. Bracket Size
 - c. Threaded Rod and Roller Sizes
 - d. Bolt Patterns
 - e. Bolt Depth of Embedment
 - f. Anticipated Pipe Joint Location
- 3) B&L will utilize the Orange County Department of Public Works, Rehabilitation of Howe Street Bridge Plan Set, Sheet 5 to show the proposed pipe support assembly location and details.
- 4) B&L will coordinate with the Village and County for the proposed details.
- 5) B&L will provide an electronic copy (.PDF) of the pipe support locations and details to the County to be included in an addendum or change order.

Hon. Michael J. Newhard, Mayor
Village of Warwick
March 7, 2017
Page 2



Barton & Loguidice proposes to provide the services described in this proposal for a lump sum fee of \$3,500.

We look forward to being of continued service to the Village of Warwick. Please do not hesitate to contact us should you have any questions or comments regarding this proposal.

Very truly yours,

BARTON & LOGUIDICE, P.C.

A handwritten signature in dark ink, appearing to read 'Donald H. Fletcher'.

Donald H. Fletcher, P.E.
Vice President

DHF/ojf

AUTHORIZATION

Barton & Loguidice, P.C. is hereby authorized by the Village of Warwick to proceed with the services described herein in accordance with the terms proposed herein.

Michael J. Newhard, Mayor
Authorized Name and Title

Signature

Date





March 15, 2017

Village of Warwick Board of Trustees
77 Main St.
PO Box 369
Warwick, NY 10990

Dear Mayor Newhard, Trustee McManus, Trustee Patterson, Trustee Lindberg and Trustee Cheney,


I am writing on behalf of the Village of Warwick Sesquicentennial Committee. We are celebrating Founders Day on Saturday, April 15. This is the day, in 1867, that the Village Charter was signed and passed. To celebrate this occasion, we are planning a parade, a re-enactment of the signing, cake and refreshments, and have invited local dignitaries to join us.

We are requesting the closing of ^{church} High St. at around 1:30 for the parade to line up and step off at 2pm. The parade will continue down Main St. to Railroad Green. The police department has been informed.

We are also requesting the closing of Railroad Ave. from 2pm-6pm for the safety of the people attending the Founders Day Celebration.

We are also requesting a Department of Public Works worker to help oversee electrical usage logistics and clean up.

Sincerely,


Mary Collura
Sesquicentennial Committee



March 14, 2017

Village of Warwick Board of Trustees
77 Main St.
PO Box 369
Warwick, NY 10990

Dear Mayor Newhard, Trustee McManus, Trustee Patterson, Trustee Lindberg and Trustee Cheney,

I am writing on behalf of the Village of Warwick Sesquicentennial Committee. As you are well aware, plans are under way to mark this special mile stone year. As a way of celebrating the Village of Warwick, the Sesquicentennial Committee has partnered with numerous local organizations and civic groups to host events utilizing our Village Parks. I am writing you to secure these dates and locations. All other permits and requirements will be filed by the appropriate civic group or organization or the Sesquicentennial Committee. Attached is a list of dates, locations, necessary street closures, if there is a parade involved, and partnering organization.

Please note: this list does not include annual Village of Warwick events such as:

25th Annual Warwick Valley Farmers Market
Little League Parade
Winslow Duck Derby
Warwick Valley Chamber of Commerce Expo
Memorial Day Parade
Firemen's Parade
Village of Warwick Summer Concert Series
Hudson Valley Jazz Festival
Warwick Historical Society's Under the Tent Party
Warwick Merchants' Guild "Ladies Night Out"
Applefest

Sincerely,

A handwritten signature in cursive script that reads "Mary Collura".

Mary Collura
Sesquicentennial Committee

DATE	LOCATION	REQUIRES ST. CLOSURE	EVENT	PARTNER(S)
AUGUST 4	VETERANS' MEMORIAL PARK		VOW SESQUICENTENNIAL WEEKEND	WARWICK COMMUNITY CENTER PROJECT KNOMAD
AUGUST 5	VOW STREETS	YES-PARADE	VOW SESQUICENTENNIAL PARADE	
AUGUST 5	VETERANS' MEMORIAL PARK	YES-FORESTER AVE.	TIME CAPSULE	
AUGUST 5	VETERANS' MEMORIAL PARK		VOW SESQUICENTENNIAL WEEKEND	WARWICK SUMMER ARTS FESTIVAL
AUGUST 6	VETERANS' MEMORIAL PARK		VOW SESQUICENTENNIAL WEEKEND	
AUGUST 26	RAILROAD GREEN	YES-RAILROAD AVE	FIRST RESPONDERS APPRECIATION DAY	WARWICK WE STAND
SEPTEMBER 17	RAILROAD GREEN	YES-PARADE MAIN ST.	HISPANIC HERITAGE	REFORMED CHURCH- REV. ROLFI
OCTOBER 7	RAILROAD GREEN	YES-RAILROAD AVE.	WARWICK CHILDREN'S' BOOK FESTIVAL	ALBERT WISNER PUBLIC LIBRARY
OCTOBER 7	STANLEY DEMING PARK	YES-PARADE RAILROAD GREEN-STANLEY DEMING PARK	CHILDREN'S PARADE AND CONCERT	ALBERT WISNER PUBLIC LIBRARY
OCTOBER 31	RAILROAD GREEN	YES-PARADE F FROM CHURCH ST. TO RAILROAD GREEN	HALLOWEEN PARADE AND COSTUME CONTEST	WARWICK RECREATION DEPARTMENT
NOVEMBER 19	VOW		HOME FOR THE HOLIDAYS: VINTAGE WARWICK	MERCHANTS GUILD
DECEMBER 31	RAILROAD GREEN	YES-RAILROAD AVE.	APPLE EVE: A LOOK BACK ON THE SESQUICENTENNIAL YEAR	

DATE	LOCATION	REQUIRES ST. CLOSURE	EVENT	PARTNER(S)
APRIL 15	LEWIS PARK RAILROAD GREEN	YES-PARADE <i>High</i> RAILROAD AVE	FOUNDERS' DAY	HISTORICAL SOCIETY GREATER HUDSON BANK
APRIL 22	STANLEY DEMING PARK		EARTH DAY FAIR	SUSTAINABLE WARWICK
APRIL 28	STANLEY DEMING PARK		ARBOR DAY	WV GARDENERS VOW SHADE TREE WVCSD
MAY 6	WAYWAYANDA CREEK		CREEK CLEAN-UP	SUSTAINABLE WARWICK
MAY 27	ALL VILLAGE PARKS AND STREETS		<i>scavenger hunt</i>	
JUNE 1	STANLEY DEMING PARK		FOOD TRUCK FESTIVAL	ST. STEPHENS- ST. EDWARD'S SCHOOL
JUNE 11	RAILROAD AVE	YES-PARADE RAILROAD AVE	PRIDE PARADE	WV COMMUNITY CENTER
JULY 6	STANLEY DEMING PARK		FOOD TRUCK FESTIVAL	ST. STEPHENS- ST. EDWARD'S SCHOOL
JULY 8	RESIDENCES THROUGHOUT VILLAGE CHECK-IN RAILROAD GREEN		WARWICK VALLEY GARDENERS GARDEN TOUR	WARWICK VALLEY GARDEN CLUB WV ARTS LEAGUE
JULY 8	VILLAGE SIDEWALKS		SIDEWALK SALE: OLDE FASHIONED BARGAIN DAYS	MERCHANTS GUILD
AUGUST 3	STANLEY DEMING PARK		NATIONAL WATERMELON DAY WATERMELON EATING CONTEST	KNIGHTS OF COLUMBUS
AUGUST 3	STANLEY DEMING PARK		FOOD TRUCK FESTIVAL	ST. STEPHENS- ST. EDWARD'S SCHOOL



Warwick Applefest • P.O. Box 22 • Warwick, New York 10990

March 2017

Mayor Michael Newhard
Office of the Mayor
Warwick Village Hall
P.O. Box 369
Warwick, NY 10990

Dear Mayor Newhard,

On behalf of the Warwick Valley Chamber of Commerce the Applefest Committee requests approval to hold the 29th annual **Warwick Applefest** on Sunday, October 1, 2017.

The proposed schedule of events, Village Facility Use Requests forms, and security deposit checks are enclosed.

Upon approval from your office, all required permits and certificates of insurance will be promptly filed, and arrangements will be made with the Police Department, Ambulance Corps, Fire Department, Department of Public Works, etc. for proper coverage of the event.

Should you have any questions relating to this request, please feel free to contact me.

Thank you for your continued support.

Sincerely,

Cristina Hohmann

Cristina Hohmann
Warwick Applefest 2017 Coordinator
generalinfo@warwickapplefest.com
Cell: 845-988-7818

cc: Mr. M. Sweeton, Warwick Town Supervisor.

Village of Warwick
Facility Use Request

Today's Date March 3, 2017

Date(s) Requested: October 1, 2017

Time of Event: 7 AM - 6 PM

Village Park/Facility Requested: Memorial Park

*****Please use attached map to indicate areas to be used*****

Information about Group/Organization:

Name of Organization or Individual: Applefest

Check One: ☒ Non-Profit ☐ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Village Residency: _____ Designated Contact: Cristina Hohmann

Mailing Address: P.O. Box 22, Warwick, NY 10990

Telephone: (day) _____, (evening) _____, (cell) 845-988-7818

Information about Intended Use of Village Facilities:

Purpose of Use: Parking for Applefest.

Total Participants Expected: _____ Adults _____ Children Total amount of people attending Applefest - 30K

How Will the Event be Advertised: Social Media, Local Papers, etc.

Is Village equipment required? ☐ Yes ☒ No

If needed, state type and for what purpose: _____

Village of Warwick Participants: ☒ Non-Resident Participants: ☒ Both will attend Applefest

Is an admission fee charged? ☐ Yes ☐ No

If so, what will proceeds be used for? There is no charge for Applefest, however there will be a charge for cars to park at Memorial Park.

Will food be served? _____ Will food be sold? _____

Please give details: Food will be sold at Applefest but nothing will be served at Memorial Park.

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them.

He/she agrees to be responsible to the Village for the use and care of the facilities. He/she, on behalf of

Applefest (name organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 Village's property, facilities and/or services by Applefest (name organization).

Cristina Hohmann

Signature of Organization's Representative

Address: 56 Homestead Village Dr., Warwick, NY 10990

Telephone: 845-988-7818

Village of Warwick
Facility Use Request

Today's Date March 3, 2017

Date(s) Requested: October 1, 2017

Time of Event: 9 AM - 5 PM

Village Park/Facility Requested: Stanley-Deming Park

*****Please use attached map to indicate areas to be used*****

Information about Group/Organization:

Name of Organization or Individual: Applefest

Check One: ☒ Non-Profit ☐ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Village Residency: _____ Designated Contact: Cristina Hohmann

Mailing Address: P.O. Box 22, Warwick, NY 10990

Telephone: (day) _____, (evening) _____, (cell) 845-988-7818

Information about Intended Use of Village Facilities:

Purpose of Use: Area for both food, craft, and non-profit vendors, kids activities, etc.

Total Participants Expected: _____ Adults _____ Children Total amount of people attending Applefest - 30K

How Will the Event be Advertised: Social Media, Local Papers, etc.

Is Village equipment required? ☐ Yes ☒ No

If needed, state type and for what purpose: _____

Village of Warwick Participants: ☒ Non-Resident Participants: ☒ Both will attend Applefest

Is an admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for? There is no charge for Applefest.

Will food be served? ☒ Yes Will food be sold? ☒ Yes

Please give details: Yes, food will be served. All vendors will have a certificate by the board of health.

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them.

He/she agrees to be responsible to the Village for the use and care of the facilities. He/she, on behalf of

Applefest (name organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 Village's property, facilities and/or services by Applefest (name organization).

Cristina Hohmann

Signature of Organization's Representative

Address: 56 Homestead Village Dr., Warwick, NY 10990

Telephone: 845-988-7818



Warwick Applefest • P.O. Box 22 • Warwick, New York 10990

March 2017

Mayor Michael Newhard
Office of the Mayor
Warwick Village Hall
P.O. Box 369
Warwick, NY 10990

Dear Mayor Newhard and Village Board,

On behalf of the Warwick Valley Chamber of Commerce the Applefest Committee requests approval to use the First Street Parking lot during Applefest which will take place on October 1, 2017.

We would like to request the use of this parking lot starting at 5 PM on Saturday, September 30th until 8 PM on October 1nd.

Should you have any questions relating to this request, please feel free to contact me.

Thank you for your continued support.

Sincerely,

Cristina Hohmann

Cristina Hohmann
Warwick Applefest 2017 Coordinator
generalinfo@warwickapplefest.com
Cell: 845-988-7818



Warwick Applefest • P.O. Box 22 • Warwick, New York 10990

Proposed Schedule of Events for Applefest Weekend 2017

Sunday, October 1 / 9 am - 5 pm

- We wish to hold the festival in the area between Lewis Park and Stanley-Deming Park (including Stanley-Deming Park), encompassing High Street, South Street, and the parking lots on South Street and Railroad Avenue/Village Green.
- Additionally, we would like to once again use Memorial Park and the parking lot at Oakland Ave. & First Street for parking.
- This year instead of bringing in a carnival we would like to incorporate various other kids and family activities such as pony rides, a petting zoo, a car show, a dog show, and inflatables. All activities would be set up and broken down on the day of Applefest. Upon your approval we will work on securing these possible various vendors. We would secure all insurance and liability information needed.

Village of Warwick, NY - Facility Use Request Additional Notes

Applefest 2017 - Stanley-Deming Park

- You will receive a security deposit check in the amount of \$100 for the use of Stanley-Deming Park no later than Monday, April 3, 2017.
- Certificate of Insurance will follow after June 13 renewal date, per Ms. Megan Kritikos of Sanford/WRG Insurance.
- Before and after "walk-through" of the Stanley-Deming Park area will be made with the Village Supervisor of Public Works and one or more Applefest Committee members.

Applefest 2017 - Memorial Park

- You will receive a security deposit check in the amount of \$100 for the use of Memorial Park no later than Monday, April 3, 2017.
- Certificate of Insurance will follow after June 13 renewal date, per Ms. Megan Kritikos of Sanford/WRG Insurance.
- Before and after "walk-through" of the Memorial Park area will be made with Mr. Kirk Williams/Village Supervisor of Public Works and one or more Applefest Committee members.



Warwick Applefest • P.O. Box 22 • Warwick, New York 10990

March 2017

Mayor Michael Newhard and Village Board
Warwick Village Hall
P.O. Box 369
Warwick, New York 10990

Dear Mayor Newhard and Village Board,

This year we would like to hang Applefest banners with the logo, the words Warwick Applefest and a sponsor name at the bottom on telephone poles along Main St. in the Village.

The banners would be placed within the area between Colonial Ave. and Third St., depending upon the number of sponsors.

We also request permission to hang one Applefest banner by First Street as well.

We would like to schedule all banners to be hung from Friday, September 15, 2017 to Sunday, October 1, 2017.

Enclosed you will find two (2) banner request forms for each banner. If there is anything else that you would need from us at this time please let me know.

Thank you for your continued support.

Sincerely,

Cristina Hohmann

Cristina Hohmann
Warwick Applefest 2017 Coordinator
generalinfo@warwickapplefest.com
Cell: 845-988-7818

Village of Warwick

Banner Request

Today's Date March 3, 2017

Dates Requested September 16 - October 1, 2017

Location Requested:

West Street _____

Utility Poles Telephone Poles along main street. The number of banners would depend on how many sponsors we would have in 2016.

First Street _____

Information about Group/Organization:

Name of Organization or Individual: Applefest

Mailing Address: P.O. Box 22, Warwick, NY 10990

Telephone: (day) _____ (evening) _____ (cell) 845-988-7818 (Cristina Hohmann - Event Coordinator)

Dimensions:

Banners over West Street must be 20 feet wide and 2 to 3 feet high.

Banners by the First Street Parking Lot must be 6 feet wide and 3 feet high.

Banners on utility poles must be 2 feet wide by 5 feet high.

Banners may be hung for a **maximum** of two weeks only.

Diagram and/or picture of banner showing content must accompany this permit.

Permit must be submitted with required certificate of liability insurance to be presented to the Board of Trustees for approval. Board meetings are the 1st and 3rd Mondays of every month and permit must be received by close of business the Wednesday before the Board meeting. Permit must be signed by a Village Resident.

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she, on behalf of the organization does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 banner hanging.

Cristina Hohmann

Signature of Village Resident

Address: 56 Homestead Village Dr., Warwick, NY 10990

Telephone: 845-988-7818

Village of Warwick

Banner Request

Today's Date March 3, 2017

Dates Requested September 18 - October 1, 2017

Location Requested:

West Street _____

Utility Poles _____

First Street 1 Sponsorship Banner

Information about Group/Organization:

Name of Organization or Individual: Applefest

Mailing Address: P.O. Box 22, Warwick, NY 10990

Telephone: (day) _____ (evening) _____ (cell) 845-988-7818 (Cristina Hohmann -
Event Coordinator)

Dimensions:

Banners over West Street must be 20 feet wide and 2 to 3 feet high.

Banners by the First Street Parking Lot must be 6 feet wide and 3 feet high.

Banners on utility poles must be 2 feet wide by 5 feet high.

Banners may be hung for a maximum of two weeks only.

Diagram and/or picture of banner showing content must accompany this permit.

Permit must be submitted with required certificate of liability insurance to be presented to the Board of Trustees for approval. Board meetings are the 1st and 3rd Mondays of every month and permit must be received by close of business the Wednesday before the Board meeting. Permit must be signed by a Village Resident.

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she, on behalf of the organization does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 banner hanging.

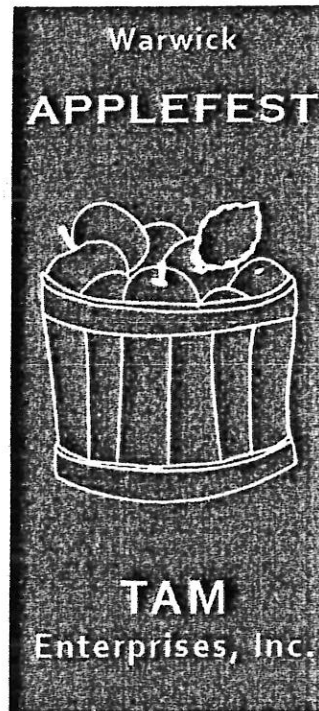
Cristina Hohmann

Signature of Village Resident

Address: 56 Homestead Village Dr., Warwick, NY 10990

Telephone: 845-988-7818

Please note that the banners will have the same look and feel however the sponsor names will change depending on who we bring in to sponsor the event.



Sample of the Telephone Banners



Sample of the Larger Vertical Banner - ~~West~~ and First Street

Village of Warwick

Banner Request Form

Today's Date March 10th 2017

Dates Requested April 14 - 28th

Location Requested:

West Street ✓

Utility Poles _____

First Street _____

Information about Group/Organization:

Name of Organization: WICKHAM WORKS

Mailing Address: 3 FORESTER AVE. UNIT 8, WARWICK NY 10990

Telephone: (day) 845 258 1015 (evening) _____ (cell) 917 922 0943

Dimensions:

✓ Banners over West Street must be 20 feet wide and 2 to 3 feet high. A package of clothesline rope must be provided with the banner.

Banners by the First Street Parking Lot must be 6 feet wide and 3 feet high.

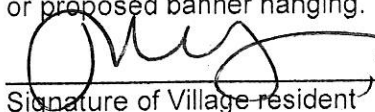
Banners on utility poles must be 2 feet wide by 5 feet high.

Banners may be hung for a **maximum** of two weeks only.

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 Jamie Munkatchy
Signature of Village resident

Address: 18 Church St.

Telephone: 347 432 4906



WICKHAM WORKS
www.wickhamworks.org

FREE ALL AGES

TREecycle 2017 SPRING MAKER'S MARKET

April, Sat. 29 & Sun. 30th 10-3PM, Wickham Woodlands Manor

