



## VILLAGE OF WARWICK

INCORPORATED 1867

### **Facility Use Request Instructions** **For Gatherings of Less Than 200 People**

ONLY USE THIS FORM IF YOUR EVENT WILL HAVE  
200 PEOPLE OR LESS AT ANY GIVEN TIME

For gatherings greater than 200 people at any given time on Village-owned property, please use form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE.

Facility Use Requests must be approved by the Village Board of Trustees. Village Board meetings typically take place on the 1st and 3rd Monday of each month. The Village of Warwick meeting dates can be found on our website: [www.villageofwarwickny.gov](http://www.villageofwarwickny.gov)

The following items must be received by the Village Clerk *at least 10 days prior to the desired Board meeting* for which they will go before the Village Board for consideration:

- A detailed cover letter addressed to the Village Board of Trustees describing the nature of the event.
- If your event expects more than 100 attendees*, you must submit with this application a letter from the DPW Supervisor providing pre-approval of the event details and parking plan. The DPW Supervisor can be reached at (845) 986-2031 ext. 110 or [dpwsupervisor@villageofwarwickny.gov](mailto:dpwsupervisor@villageofwarwickny.gov)
- If your event includes a parade, road race, etc. please include in the letter to the Village Board a clear layout of the route that you intend to take **AND** a letter or email from the Warwick Police Department approving the intended route.
- If your parade route involves **any** portion of a **New York State Road**, such as Main Street/Route 94/Oakland Avenue or 17A the applicant **MUST** complete the **NYS DOT Permitrack Highway Work application**. Detailed instructions can be found [HERE](#). The Permitrack application can be found [HERE](#). NYS DOT **proof of approval** must be provided to the Village Board **prior** to approval.
- If your event requires street closures and/or parking meters to be covered, you must detail the number of hours prior to the event you are requesting these accommodations and the number of parking meter bags you require. You will be responsible for obtaining the 'no parking' meter bags from the Village of Warwick and placing the bags on the meters and removing them at the approved times. You will also be responsible for returning the meter bags to the Village of Warwick within 48 hours of the completion of the event.
- For-profit activities are prohibited as per Chapter 90 of the Village Code.

- **Events that include animals, mechanical rides, carnivals, bounce houses, or inflatables** must submit complete facility use requests & public assembly requests, including but not limited to contracts, agreements, and required certificates of insurance, to the Village Clerk **no less than 90 days prior to the event** to allow the Village's insurance carrier to review and approve the complete application, prior to Village Board approval.
- The facility use request form must be filled out in its entirety and **both the facility use request form and the last page of the facility use requirement document must be signed** by the person responsible for the event, who must also be a Town of Warwick resident.
- Required certificate of insurance (Acord 25) as outlined in the facility use requirements. Please see the attached example. They can be emailed directly to the Village Clerk at: [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org)
- Enclose with your complete packet a \$200 security deposit check made out to the Village of Warwick. NOTE: If the grounds are restored to proper condition, the deposit will be refunded within 30 days following the conclusion of the event.

Should you have any questions please contact the Village Clerk's Office at (845) 986-2031 or via email: [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org).

77 Main Street  
Post Office Box 369  
Warwick, NY 10990  
www.villageofwarwick.org



(845) 986-2031  
FAX (845) 986-6884  
mayor@villageofwarwick.org  
clerk@villageofwarwick.org

## VILLAGE OF WARWICK INCORPORATED 1867

### **Facility Use Request Form** **For Gatherings of Less Than 200 People**

ONLY USE THIS FORM IF YOUR EVENT WILL HAVE 200 PEOPLE OR LESS

Date Request Submitted: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

#### **SECTION 1: REQUESTED VILLAGE-OWNED PROPERTY**

Railroad Green                       Stanley-Deming Park       Lewis Woodlands

Veterans Memorial Park       Veterans Memorial Park Pavilion

*\*Please use the attached map to indicate the specific area(s) to be used within each park.*

Village of Warwick Parking Lots - check all that apply:

South Street Lot     1<sup>st</sup> Street Lot       Chase Lot (non-permit only)  
 Spring Street Lot     Wheeler & Spring St. Lot     Upper CVS Lot     Lower CVS Lot

Village of Warwick Streets: \_\_\_\_\_

#### **SECTION 2: DATE AND TIME REQUESTED**

Date(s) Requested: \_\_\_\_\_ Rain Date Requested: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

#### **SECTION 3: APPLICANT INFORMATION**

Check one:  Non-Profit Organization     Commercial/Business Organization     Family

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: \_\_\_\_\_

*\*Person of responsibility representing the organization must be a Town of Warwick resident.*

Mailing Address of Responsible Party: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Proof of Town of Warwick Residency of Responsible Party:       Driver's License     Utility Bill

Name of Organization (if Applicable): \_\_\_\_\_

Name of Organization's Director(s)/Officer(s): \_\_\_\_\_

Organization's Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address of Organization: \_\_\_\_\_

Physical Address of Organization: \_\_\_\_\_

**SECTION 4: EVENT INFORMATION**

Maximum Number of People Intended at the Event: \_\_\_\_\_

*\* If greater than 200 people, at any given time DO NOT complete this form. See instructions.*

# of Adults: \_\_\_\_\_ # of People Under 18: \_\_\_\_\_

Expected Number of Vehicles Intended at the Event: \_\_\_\_\_

Please explain the parking plan for the event: \_\_\_\_\_

\_\_\_\_\_

**WILL YOUR EVENT INCLUDE:**

**CHECK YES OR NO**

<p><b>Greater than 200 people at any given time</b>  <i>If yes, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE</i></p>	<p>Yes _____ No _____</p>
<p><b>Music / Loudspeakers / Sound System</b>  <i>If yes, explain: _____</i>  <i>Location of Music/Loud Speakers/ Sounds System: _____</i></p>	<p>Yes _____ No _____</p>
<p><b>Parade, walk, road race, etc.</b>  <i>Request must include in writing a clear layout of the intended route AND a letter from the Warwick Police Department approving the route and police resources.</i></p>	<p>Yes _____ No _____</p>
<p><b>Tent(s)</b>  <i>Include a map detailing the placement of the tent(s).</i>  <i>Date &amp; time tent will be set up: _____</i>  <i>Date &amp; time tent will be removed: _____</i></p>	<p>Yes _____ No _____</p>

<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain: _____</i>	<b>Yes</b> ____ <b>No</b> ____
<b>Admission Fee to Be Charged</b> <i>If yes, please list the admission fee: _____</i>	<b>Yes</b> ____ <b>No</b> ____
<b>Alcohol</b> <i>Host Liquor Liability Insurance is required.</i>	<b>Yes</b> ____ <b>No</b> ____
<b>Food will be served or sold</b> <i>If yes, explain the method of food distribution and disposal of trash:</i> _____ _____ _____ <i>*A permit is required from the Orange County Department of Health when offering or selling any food to the public. It is the applicant's responsibility to contact the Orange County Department of Health to obtain necessary permits. Contact the Orange County Department of Health for further information.  *Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</i>	<b>Yes</b> ____ <b>No</b> ____
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> <i>If yes, explain: _____  Additional contract(s) and/or insurance is required.</i>	<b>Yes</b> ____ <b>No</b> ____
<b>Animals:</b> (Example, horses, pony rides, petting zoo, etc.) <i>If yes, explain: _____</i>	<b>Yes</b> ____ <b>No</b> ____
<b>Portable Toilets</b> <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	<b>Yes</b> ____ <b>No</b> ____
<b>Other</b> <i>Please explain: _____</i>	<b>Yes</b> ____ <b>No</b> ____

**SPECIAL REQUESTS:**
**CHECK YES OR NO**

<b>Road Closure</b> <i>List road(s): _____  Closed between the hours of _____ and _____  Number of 'No Parking' meter bags requested, if applicable: _____</i>	<b>Yes</b> ____ <b>No</b> ____
<b>Use of Village-owned tables and chairs</b> <i>Veterans Memorial Park Pavilion Only. No. of Tables ____ No. of Chairs ____</i>	<b>Yes</b> ____ <b>No</b> ____
<b>Use of Electricity</b>	<b>Yes</b> ____ <b>No</b> ____
<b>Use of Memorial Park Football/Over 35 Field Lights</b> <i>Additional fee required for use of field lights.</i>	<b>Yes</b> ____ <b>No</b> ____

<b>Use of Memorial Park Pavilion Lights</b>	<b>Yes</b> _____ <b>No</b> _____
<b>Use of Village of Warwick Restrooms</b> <i>Memorial Park and Stanley Deming Park only.</i>	<b>Yes</b> _____ <b>No</b> _____
<b>Other</b> <i>Please explain:</i> _____	<b>Yes</b> _____ <b>No</b> _____

**SECTION 5: FEES/SECURITY DEPOSIT**

*Fees and Security Deposit are Due Upon Application / Checks payable to: The Village of Warwick*

- \$200 Security Deposit - (***Must be a Separate Payment***)
- Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

**TOTAL FEES:** \$ \_\_\_\_\_ (excluding security deposit)

**SECTION 6: INDEMNITY & HOLD HARMLESS**

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 of Warwick for the use and care of the facilities. He/she, on behalf of \_\_\_\_\_ (Name of Organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village of Warwick 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 \_\_\_\_\_ (Name Organization).

\_\_\_\_\_  
Printed Name of Applicant/Responsible Party

\_\_\_\_\_  
Signature of Applicant/Responsible Party

\_\_\_\_\_  
Date

**Office Use Only:**

Security Deposit Check # \_\_\_\_\_ Fees Received \_\_\_\_\_ Certificate of Insurance \_\_\_\_\_ Park Map(s) \_\_\_\_\_  
 Facility Use Calendar \_\_\_\_\_ Parade Calendar \_\_\_\_\_ NYS DOT Permittack Special Use Permit \_\_\_\_\_  
 DPW Pre-Approval \_\_\_\_\_ Host Liquor Liability \_\_\_\_\_ Police Dept. Approval \_\_\_\_\_

**Village of Warwick**  
**Facility Use Requirements & Acknowledgement Form**  
**For Gatherings of Less Than 200 People**

The use of all Village recreational and park facilities shall be subject to the approval and rules of the Village Board of Trustees administered by the Village Clerk or other Board designee.

1. Organizations or individuals wishing to use Village facilities shall first apply to the Village Clerk using the prescribed form. Such form shall then be forwarded to the Village Board of Trustees for consideration. All forms, security deposit, fees, and insurance documents shall be submitted to the Village Clerk for inclusion on the Village Board Meeting Agenda *at least 10 days prior to the desired Board meeting* for which they will go before the Village Board for approval. Village Board meetings typically take place on the 1st and 3rd Monday of each month. The Village of Warwick meeting dates can be found on our website: [www.villageofwarwick.org](http://www.villageofwarwick.org)
2. Permits must be requested by a **Town of Warwick** resident. Said resident shall be responsible for the event, club, team or group to which this permit is issued.
3. Organizations/individuals shall indicate areas to be used during an event or season on the attached map.
4. A fee, as listed on the Village Schedule of Fees, will be charged for use of field lights.
5. A limited number of tables and chairs are available for use in the Memorial Park pavilion. Applicants are responsible for the set up and take down.
6. A security deposit of \$200.00 is required at the time the Facility Use Permit Application is submitted to the Village Clerk. If the grounds are restored to proper condition, the deposit will be refunded 30 days following the conclusion of the event. Should any damage be done to the premises for which the cost to repair shall be in excess of said deposit, then either the individual making application for said permit or the group which they represent or on whose behalf they sign, or both, may be held legally responsible for said excess costs.
7. The Village Board of Trustees, at its discretion, has the authority to waive any facility use fee and/or security deposit.
8. All users must provide the following insurance. **Insurance certificates must accompany the Facilities Use Permit.**
  - I. Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the Village as an additional insured on the permittee's insurance policies.

- II. The policy naming the Village as an additional insured shall:
- Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in New York State.
  - State that the organization's coverage shall be primary and noncontributory coverage for the Village, its Board, employees and volunteers.
  - The Village shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
  - At the Village's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
- III. The permittee agrees to indemnify the municipality for any applicable deductibles and self-insured retentions.
- IV. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
- V. Required Insurance:

**No less than the following:**

**Commercial General Liability Insurance**

\$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for athletic participants.

**Excess Insurance:**

\$ \_\_\_\_\_ each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.

**Host Liquor Liability – Required if Alcohol is to be Included at Event**

**\*Insurance Liability Coverage must include Mechanical Rides / Bounce House / Inflatable Slides etc. – If Applicable**

- VI. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the

commencement of work or use of facilities. The failure of the Village 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 the Village.

- VII. The Village is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the Village but also NYMIR, as the Village's insurer.

**Individuals – Required Insurance Homeowners Insurance:**

- Section Two – Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

**\*Host Liquor Liability – Required if Alcohol is to be Included at Event**

**\*Insurance Liability Coverage must include Mechanical Rides / Bounce House / Inflatable Slides etc. – If Applicable**

9. Alcohol is not permitted in any Village Park or Park Facilities, or Village owned property without a special permit issued by the Village Board of Trustees. Additional liability insurance (Host Liquor) is required if alcohol is part of your event.
10. All persons shall comply with the rules and regulations as set forth in Chapter 90 ‘Park Rules and Regulations’ of the Code of the Village Warwick. *See Exhibit A.*
11. Illegal drugs, smoking, tobacco use, cannabis, electronic cigarettes, and vapor products are not permitted.
12. Profanity, objectionable language, disorderly acts, excessive noise or illegal activities of any kind are prohibited, and those violating this prohibition will be removed from the premises and will be subject to prosecution.
13. In the event of a scheduling conflict, the Village of Warwick will arbitrate a resolution which shall be binding for all parties.
14. In the event of inclement weather, the Village Board or their designee has the final authority on whether facilities are usable.
15. Any damage to Village facilities shall be promptly repaired at the user’s expense. No exceptions. If Village personnel are not available, make sure all doors are locked and lights are turned out when leaving.
16. Organizations using the facilities must clean up from the park afterward. It is the responsibility of the permit holder to remove any garbage the event generates. The Village may assess a charge for garbage generated from events that is not removed by the

Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.

17. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
18. Supervision and parking are the responsibility of the applicant organization/individual.
19. Permits may be revoked at any time.
20. All posted rules must be adhered to.
21. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
22. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
23. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, direction for exiting, procedures for emergency helicopter landing, etc. Need pamphlet to hand out to applicants.
24. In the event of an accident, please notify the Village Clerk at (845) 986-2031 before the end of the next business day.
25. The Village of Warwick does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **INDEMNITY & HOLD HARMLESS**

**FACILITY USER** does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Warwick 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 the Village of Warwick property, facilities and/or services.

I have read and understand the Facilities Use Requirements:

\_\_\_\_\_  
Printed Name of Applicant/Responsible Party

\_\_\_\_\_  
Signature of Applicant/Responsible Party

Date \_\_\_\_\_