

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
FEBRUARY 3, 2023 at 9:00 a.m.
AGENDA**

**LOCATION:
VILLAGE HALL
77 MAIN STREET, WARWICK, NY**

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

1. Introduction by Mayor Newhard.
2. Authorization to Pay all Approved and Audited Claims in the amount of \$ _____.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

Announcement

1. Notice of Completion of Tentative Assessment Roll & Hearing of Complaints.

Discussion

1. Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Funding opportunities.
2. ‘Safe Streets for All’ grant opportunity.

Privilege of the Floor

Please limit your comments to **three (3)** minutes. If reading a document, please submit a copy to the Clerk. 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 grant permission to Village of Warwick Employee, Boris Rudzinski, to carry over 5 vacation days.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

2. **MOTION** to advertise and receive proposals for Water Production System Operator and Wastewater System Operator.

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

3. **MOTION** to advertise and receive bids for chemical delivery for the Village of Warwick Water and Sewer Plant, to include delivery to the Water Plant, Well #2, Well #3, and the Micro Filtration Plant. Bids will be for FY June 1, 2023, through May 31, 2024.

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

4. **MOTION** to advertise and receive bids for refuse pickup and delivery of a 30-yard refuse container on an as per need basis. Bids will be for FY June 1, 2023, through May 31, 2024.

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

5. **MOTION** to approve the purchase of a Digital Correlator System from C.A. Turner Co. Inc. in the amount \$18,750 for the Village of Warwick Water Department to locate leaks with greater efficiency, per the recommendation of Water Distribution Supervisor, Christopher Bennett. Funds are appropriated in budget code F.8340.2350.

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

6. **MOTION** to approve the purchase of a Digital Water Leak Detector from C.A. Turner Co. Inc. in the amount \$5,700 to replace an older device that is no longer functioning, per the recommendation of Water Distribution Supervisor, Christopher Bennett. Funds are appropriated in budget code F.8340.2350.

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

Trustee Foster's Motions

7. **MOTION** to grant permission to Winslow Therapeutic Riding Center to hold the Duck Derby event on Sunday, May 21, 2023, from 10:00 a.m. – 2:30 p.m. in Linear Park by the Wawayanda Creek and South Street parking lot, with set up to begin at 8:00 a.m. and breakdown to be completed by 3:00 p.m. Completed park permit, proof of insurance and security deposit have been received.

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

8. **MOTION** to grant permission to the Warwick Valley Gardeners to use Railroad Green on Friday, July 7, 2023, from 4:00 p.m. to 5:30 p.m. for a pre-tour ticket sales event and on Saturday, July 8, 2023, between the hours of 8:00 a.m. and 3:00 p.m., with a rain date of July 19, 2023 for the Annual Countryside Garden Tour event. The event is in coordination with the Merchants Guild in anticipation of the Annual Sidewalk Sale Event. Completed park permit, security deposit, and proof of insurance have been received.

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

9. **MOTION** to place eight (8) 'no parking' meter covers on parking meter numbers 43 – 46 (northbound side of Main Street) and 108-111 (southbound side of Main Street) from 6:00 a.m. to 3:00 p.m. on Saturday, July 8, 2023, with a rain date of Sunday, July 9, 2023, for the benefit of the Warwick Valley Gardeners Garden Tour ticket sale as per their letter dated January 30, 2023.

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

10. **MOTION** to grant permission to the Warwick Fire Department to use Veterans Memorial Park for a 9/11 Memorial Service on Monday, September 11, 2023, from 5:00

p.m. to 6:30 p.m. Request includes use of electricity near the entrance of the park. Completed park permit and proof of insurance have been received.

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

11. **MOTION** to grant permission to the Warwick Fire Department to use the Veterans Memorial Park Pavilion for a Department Picnic on Saturday, July 29, 2023, from 9:00 a.m. to 8:00 p.m. Request includes use of alcohol, inflatable rides, electricity, pavilion lights, restrooms and Village owned tables and chairs. Completed park permit and proof of insurance, including Host Liquor Liability & coverage for inflatable rides, have been received.

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

Trustee Lindberg's Motions

12. **MOTION** to refund Edin Chocoj-Coc in the amount of \$10.00 for the purchase of a local residency card due to the inability to print cards due to a technical issue.

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

Final Comments from the Board Executive Session, if applicable Adjournment

**NOTICE OF COMPLETION OF
TENTATIVE ASSESSMENT ROLL
PURSUANT TO SEC. 1406 OF REAL PROPERTY TAX LAW
HEARING OF COMPLAINTS**

NOTICE IS HEREBY GIVEN that the Assessor of the Village of Warwick, County of Orange, has completed the Tentative Assessment Roll for the current year and that said Assessment Roll was timely filed as of January 27, 2023 and that a copy thereof is available on the Village of Warwick's website at www.villageofwarwick.org or in the Clerk's Office during regular business hours where it may be seen and inspected through February 21, 2023.

HEARING OF REAL PROPERTY ASSESSMENT GRIEVANCES - On Tuesday, February 21, 2023, between the hours of 4:00 p.m. and 8:00 p.m., the Board of Assessment Review for the Village of Warwick will meet at the Village Hall, 77 Main Street to hear and examine all verified written complaints in relation to such assessments, and the application of any person believing himself aggrieved thereby.

Complaint on Real Property Assessments Forms (RP-524), with all supporting documentation must be filed with the Clerk's Office on or before 8:00 p.m. on February 21, 2023. The RP-524 complaint form may be found on the Village of Warwick's website at www.villageofwarwick.org.

ASSESSOR CONSULTATION APPOINTMENTS - The Assessor, or her designee, will be available until Tuesday, February 14, 2023, by appointment via telephone to discuss Tentative Roll assessments.

To schedule an appointment, please contact the Assessor through the Village Clerk's Office at (845) 986-2031 or by email clerk@villageofwarwick.org. Appointments must be scheduled and confirmed in advance.

**RAINA ABRAMSON
VILLAGE CLERK
VILLAGE OF WARWICK, NY
Dated: January 27, 2023**

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

DATE: January 19, 2023
TO: Mayor Newhard and Board of Trustees
From: Christopher Bennett
Distribution System Supervisor
RE: Approval to purchase Digital Correlator System

For your approval, I am requesting to purchase a Digital Correlator System for the Water Department. This Device will help us locate Leaks more efficiently. This is a properly budgeted item per the 22-23 budget code F-8340-2350. Please see the attached price quotes.

Thank you for your time.

RECEIVED
JAN 19 2023
VILLAGE OF WARWICK
CLERK

**VILLAGE OF WARWICK PROCUREMENT POLICY - EXHIBIT A
PURCHASING QUOTATION SUMMARY FORM**

- | | |
|--|---|
| Purchase Contracts (Single Item Purchase) | Public Works Contracts (Services/Construction) |
| \$2,000 - \$19,999 | \$2,000 - \$34,999 |
| Above \$20,000 | Above \$35,000 |
- (3) Written/Email/Fax Quotes
Mandatory Competitive Bidding
- ▶ Aggregate purchases totaling over \$20,000 -- must follow mandatory competitive bidding process.
 - ▶ This form **must** be attached to voucher and invoice for Board approval.

DESCRIPTION OF PURCHASE

Digital Correlator System

| | | | |
|---|-----------------------------------|--|-------------------|
| BUDGETED PURCHASE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | BUDGET CODE F-8340-2350 | CURRENT LINE BALANCE \$45,000.00 | |
| BUDGETED AMOUNT \$ 29,000.00 | IF NO EXPLAIN | | |
| # | DATE OF QUOTE | VENDOR/SUPPLIER | TOTAL COST |
| 1 | 9-Jan-23 | C.A.TURNER Co. INC. | \$18,750.00 |
| 2 | 10-Jan-23 | USA Bluebook | \$19,995.00 |
| 3 | 13-Jan-23 | F&F Industrial Equipment Corp. | \$23,600.00 |

Vendor Selected-C.A. TURNER Co. INC.

IF NOT LOWEST BID EXPLAIN WHY

EXCEPTIONS TO COMPETITIVE BIDDING

| | | | |
|--|-------------------------------|--|---------------------------|
| OTHER GOVERNMENTS STATE - COUNTY MUNICIPAL BID CONTRACTS | NAME OF AGENCY | | |
| | VENDOR/SUPPLIER | | CONTRACT# |
| | TOTAL COST \$ | | BID PERIOD EXPIRES |
| | ADDITIONAL INFORMATION | | |

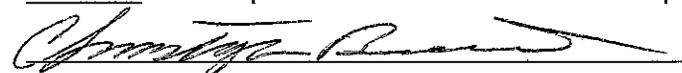
****EMERGENCY PURCHASE** - Must meet one of the following situations**

- 1) Result from accident or unanticipated incident
- 2) Impact public buildings, property, or the life, health & safety of municipal residents
- 3) Requires immediate action that cannot wait for competitive bidding

REASON FOR EMERGENCY PURCHASE - ATTACH ADDITIONAL DOCUMENTATION

DEPARTMENT APPROVAL

Name/Title: _____ Christopher Bennett Water Maint Supervisor Date 19JAN23

Signature: 

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

DATE: January 19, 2023
TO: Mayor Newhard and Board of Trustees
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Thank you for your time.

RECEIVED
JAN 19 2023
VILLAGE OF WARWICK
CLERK



C.A. Turner Co., Inc.

Supplies, Equipment & Services for Underground Utilities since 1960

QUOTATION

760 Pleasant St.- Unit 1 Rochdale, Massachusetts 01542

Tel 800-228-4032
Fax 508-752-5750

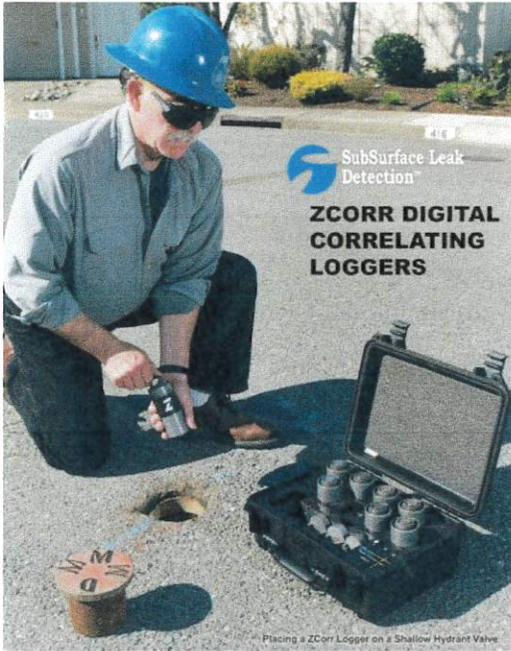
| |
|-------------------------------------|
| Date: 1-9-23 |
| Village of Warwick, NY |
| Water Division-Chris Bennett |
| water@villageofwarwick.org |

| |
|-------------------------|
| From: Alan Banks |
| cell 508 868 6300 |
| Terms Net 30- |
| Telephone: 800-228-4032 |
| Fax: 508-752-5750 |

| Qty | Description | Price each |
|-----|---|------------|
| 1 | Zcorr 8 Digital Logging Correlator System complete and ready to be used with any Windows 7,8 or 10 Laptop Computer. Includes 8 Loggers, Instruction Booklet, Software USB flashdrive and one day of training. | 18,750. |
| 1 | SubSurface LD-18 Digital acoustic Leak Detector | 5700. |
| | | |

PLEASE NOTE OUR NEW MAILING AND/OR SHIPPING ADDRESS

PLEASE SEE ATTACHED LITERATURE SHEETS



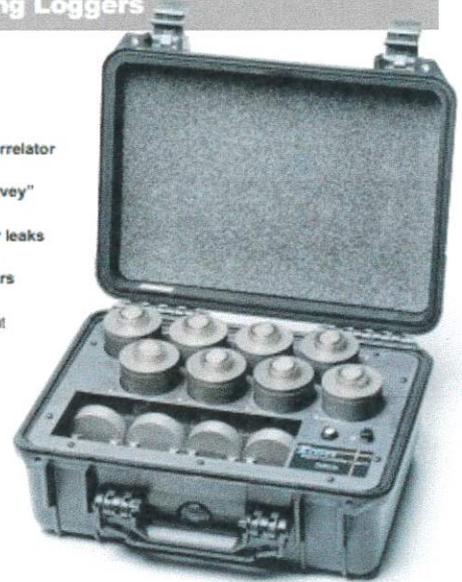
SubSurface Leak Detection™
ZCORR DIGITAL CORRELATING LOGGERS

Placing a ZCorr Logger on a Shallow Hydrant Valve

ZCorr Digital Correlating Loggers

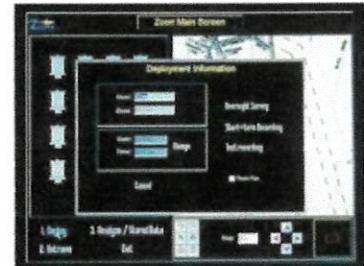
Advantages of ZCorr Correlating Loggers

- Performs correlations exactly like a correlator
 - Pinpoints exact distance to leak
- Can operate at night in "Overnight Survey"
 - Less traffic and usage noise
- Multiple loggers survey large areas for leaks
 - 8, 16, or 32 loggers over miles of pipe
- Can turn "ON" multiple times with hours between recordings
 - Best chance to get leak sounds without usage noises
- Can find smaller leaks at night
 - less traffic and usage noise
- Even more sensitive than human ear
- User can listen to the actual leak sounds for 60 seconds for each recording (unfiltered)

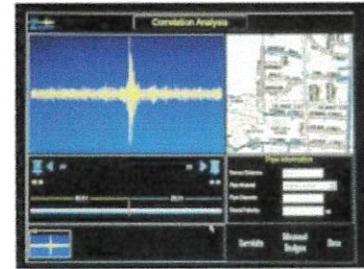


SUBSURFACE ZCORR CORRELATING LOGGERS

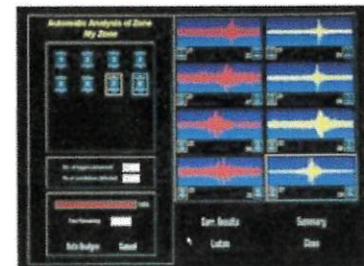
- Leak correlation noise logging system
- Computes the exact distance to the leak like a correlator
- Downloads the actual leak sounds recorded at each logger to the user's computer
- Can be used in a "short duration" mode with only 2 loggers as a substitute for a correlator, or use 32 loggers to provide an assessment of miles of pipe
- Performs leak correlations at the very quietest times late at night when usage and traffic noise are at their minimum and pressures are at their peak
- Can be set up to turn on automatically 3 different times overnight with various intervals between recordings
- Deploy loggers to intensively survey a section of the city and pinpoint leaks immediately
- Windows-based software includes GIS mapping software
- Existing GIS maps can be downloaded and used
- Software allows the printing of deployment work orders, providing necessary information for accurate survey
- Loggers are constructed of aluminum and are IP68 certified to be fully submersible
- Mounting magnets have a pulling force of 40 lbs
- Logger Power Source: Lithium battery with 5-year life, factory-replaceable
- ZCORR Pro software requires minimum 1.66 MHz Pentium processor PC with 63 MB ram
- Training is recommended for new users
- Custom ZCorr packages available, call for a quote today
- Includes: Correlating loggers, DZ-8 docking station, ZCORR Pro software and USB cables



Input Deployment Information



Correlation of Noises



Analysis

| | | |
|---------|--|------------|
| ZCorr-3 | 3 Loggers, Carry Case, USB Cable for Windows Software, PC Software on Flash drive and Instruction Manual | \$ 10,250. |
| ZCorr-8 | 8 Loggers, Carry Case, USB Cable for Windows Software, PC Software on Flash drive and Instruction Manual | \$18,750. |

Pricing effective January 2023

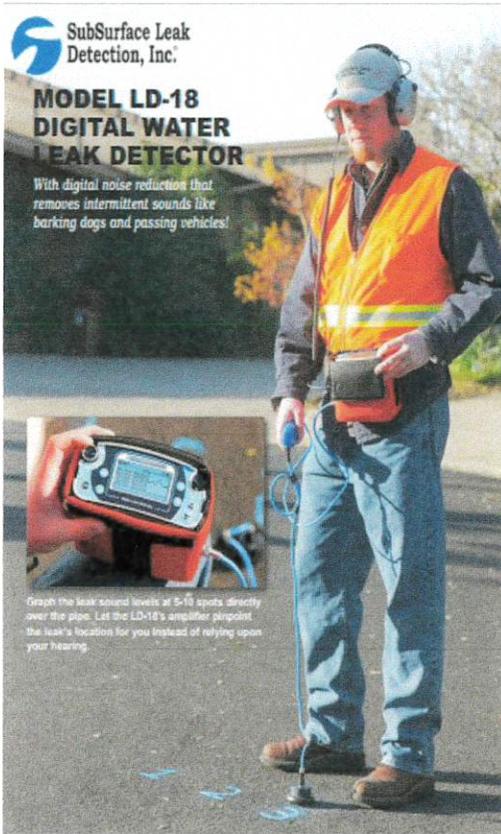


C.A. Turner

760 Pleasant St. Rochdale, MA 01542 800-228-4032
 Fax 508-752-5750 www.caturner.com

MODEL LD-18 DIGITAL WATER LEAK DETECTOR

With digital noise reduction that removes intermittent sounds like barking dogs and passing vehicles!



Graph the leak sound levels at 5-10 spots directly over the pipe. Let the LD-18's amplifier pinpoint the leak's location for you instead of relying upon your hearing.

LD-18 DIGITAL WATER LEAK DETECTOR



Standard Items

- ① Amplifier with LCD Display, Controls, and USB Connection (to PC Computers)
- ② Padded Case for Amplifier
- ③ 40 inches Belt (50 inches and 60 inches Optional)
- ④ Ground Microphone and Handswitch
- ⑤ Magnet Base and Nutdriver

Features

All-digital amplifier with automatic noise reduction of intermittent sounds, high and low filters, storage and graphing of sound levels at different locations on the pipe, bar graph and numeric display of sound loudness, USB connection, and back light.



LD-18 Amplifier showing filter settings, bar graph and numeric display of sound loudness, and minimum sound level detected

Automatic noise reduction capability for intermittent noises such as pedestrian footsteps, people talking, and passing vehicles.

5 High Frequency filters, 3 Low Frequency filters (plus Low filter OFF), and 2 Notch filters (plus Notch filter OFF) to remove continuous interfering noises from A/C hum, motors, wind, etc.

Storage and graphical display of the leak's loudness at multiple locations along the pipe.



The "Saved" data file showing 10 leak sound levels and graphical display. Leak is at the peak sound level in the center.

Standard Accessories

- ⑥ Heavy-Duty ABS Plastic Carrying Case
- ⑦ Aviation-Grade Stereo Headphones
- ⑧ PC Software and USB Cable

Optional Accessories

- ⑨ Sensor with Strong Magnet and 9.75 ft. Cable (to listen at valves and hydrants)

Specifications

Amplifier

- Combined Sensitivity and Amplification : 900 V/G or higher (at 400 Hz)
- Low Filters : Off, 100 Hz, 200 Hz, 400 Hz
- High Filters : 400 Hz, 600 Hz, 800 Hz, 1200 Hz, 2200 Hz
- Notch Filters : Off, 50 Hz, 60 Hz
- Maximum No. of Sound Levels Saved in File : 250 (by date and time)
- Power : 4 C dry cell batteries
- Battery Life (continuous use) : 24 hours minimum
- Weight : 35 ounces (including 4 C batteries)
- Size : 6.4" x 3.0" x 5.7" (163mm x 76mm x 145mm)
- Weather Resistance : IP52 equivalent
- Temperature Range (Working) : Minus 4 F to Positive 130 F

Sensor

- Type : Piezo electric ceramic
- Weather Resistance : IP67 equivalent (3 ft water depth for 30 minutes)
- Standard Base : 3 - Pronged Plate (removable with nutdriver)

- Digital noise reduction that removes intermittent sounds like barking dogs and passing vehicles
- All-digital amplifier with automatic noise reduction of intermittent sounds, high and low filters, storage and graphing of sound levels at different locations on the pipe
- Amplifier also contains a bar graph and numeric display of sound loudness
- High frequency filters 5, 3 low frequency filters (plus low filter off) and 2 notch filters (plus notch filter off) to remove continuous interfering noises from A/C hum, motors, wind, etc
- Up to 250 date/time maximum sound levels saved in file
- Combined sensitivity and amplification 900V/G+ (at 400 Hz)
- Low filters: Off, 100 Hz, 200 Hz, 400 Hz
- High filters: 400 Hz, 600 Hz, 800 Hz, 1200 Hz, and 2200 Hz
- Notch filters: Off, 50 Hz, 60 Hz

| Model | Price |
|---|-----------|
| LD-18 Complete kit with all products shown– Plus Magnetic tripod plate for use with Microphone #9 | \$5700.00 |

Pricing effective January 2023



C.A. Turner

760 Pleasant St. Rochdale, MA 01542 800-228-4032
Fax 508-752-5750 www.caturner.com

A-11

Increased holiday shipping volume and potential weather disruptions may affect carrier delivery times. Thank you for your patience.

800-548-1234

USABlueBook
Get the Best Treatment™



[Summary](#) [Accessories](#) [More Like This](#) [Just For You](#)

Part#: 53466

Weight: 30.0 lbs

Brand: Subsurface Locators & Leak Detection (<https://www.usabluebook.com/m-2227-subsurface-locators-leak-detection.aspx>)

SubSurface ZCorr 8-Logger Correlation System

- Perform correlations exactly like a digital correlator
- Track leak sound patterns over time

Price:

\$19,995.00 USD/Each

Need Help? Call 800-548-1234

Easily pinpoint the exact locations of leaks without the hassle! ZCorr Digital Correlating Loggers (DCLs) perform correlations just like a leak correlator—except the operator doesn't have to be present once it's deployed. You can set the loggers to run during an "overnight survey" when there is less traffic and noise. To survey large areas of pipe, purchase additional loggers separately.

QUOTATION
 HDSFM
 D/B/A USABLUBOOK
 PO Box 9004
 Gurnee, IL 60031-9004
 Toll free: 1-800-548-1234
 Fax: (847) 689-3030

NO. 239682
 Page 1
 01/10/23

Ship-to: 4
 WARWICK, VILLAGE OF
 CENTRAL GARAGE
 24 MEMORIAL PARK DR
 WARWICK, NY 10990
 USA

Bill-to: 82906
 WARWICK VILLAGE OF
 VILLAGE DPW
 PO BOX 369
 WARWICK NY 10990-0369
 USA

| REFERENCE # | EXPIRES | SLSP | TERMS | WH | FREIGHT | SHIP VIA |
|-------------|----------|------|--------|----|---------|-----------|
| 1/10 | 02/09/23 | GPB | NET 30 | 33 | FXD/PPD | FEDEXGRND |

QUOTED BY: GPB | QUOTED TO: CHRIS BENNETT

| ITEM | DESCRIPTION | QUANTITY | UM | PRICE | UM | EXTENSION |
|-------|--|----------|----|----------|----|-----------|
| 24892 | SubSurface LD-18 Digital Water Leak Detector | 1 | EA | 5995.00 | EA | 5995.00 |
| 24912 | (LI)Subsurface LC-5000 Digital Quatro Correlator System | 1 | EA | 33200.00 | EA | 33200.00 |
| 24940 | (LI)Subsurface LC-5000 Digital Dual Correlator System | 1 | EA | 24650.00 | EA | 24650.00 |

** ALLOW 12-13 WEEKS AFTER ORDERING **

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

TO ORDER --

For your convenience, you may simply sign below and return via fax to 847-689-3030. We will process your order promptly and fax a confirmation so you know we have it. If you prefer to call your order in or have additional questions or concerns, you may contact our Customer Service Department @ 800-548-1234. Please note any changes to the quantities or shipping address. Thanks for choosing USABlueBook.

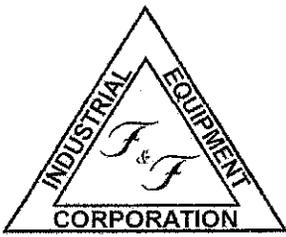
 Authorization Signature

 PO Number (if required)

| MERCHANDISE | MISC | TAX | FREIGHT | TOTAL |
|-------------|------|-----|---------|----------|
| 63845.00 | .00 | .00 | 84.51 | 63929.51 |

USE THIS QUOTE # ON PO's!

Quote



F & F Industrial Equipment Corp.

195 Tower Dr. Middletown, NY 10941
P: 1-800-724-ASAP F: (845) 692-4141
www.FandFIndustrial.com

| | |
|-------------|------------|
| Date | 01/13/23 |
| Valid Until | 30 Days |
| Quote # | JAF0113235 |
| Customer ID | |
| Salesrep | JAF |

| |
|---|
| Customer: Chris Bennett Village of Warwick |
|---|

| |
|----------------------------------|
| Quote/Project Description |
|----------------------------------|

| Qty | UOM | Part Number | Description | Price | Total |
|------|-----|-------------|---|--------------|--------------|
| 1.00 | ea | ZCORR8 | 8 Digital Corr Logger Pkg 3-6 month lead time | \$23,600.000 | \$23,600.000 |
| 1.00 | ea | LD18 | Digital Water Leak Detector 1-2 week lead time | \$7,080.000 | \$7,080.000 |

| |
|---------------------------------------|
| Special Notes and Instructions |
|---------------------------------------|

| | | |
|-----------------------|-----------|------------------|
| Subtotal | \$ | 30,680.00 |
| Tax Rate | | |
| Tax | | - |
| Material Total | \$ | 30,680.00 |

| | |
|---------------|-----------------|
| Payment Terms | Net 30 |
| Freight / FOB | Delivered Price |
| Lead Time | See above |

| | |
|-----------------|-------------------------------------|
| Special Order: | <input checked="" type="checkbox"/> |
| Non-Returnable: | <input checked="" type="checkbox"/> |

Quoted By:

Thank you for your business!

Winslow

THERAPEUTIC RIDING CENTER
"Healing with Horses"

Since 1974

RECEIVED
JAN 17 2023
VILLAGE OF WARWICK
CLERK

January 16, 2023

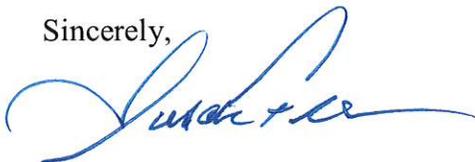
Mayor Michael Newhard
Village of Warwick
77 Main Street
Warwick, NY 10990

Dear Mayor Newhard,

On Behalf of Winslow Therapeutic Riding Center, we are requesting permission to hold the 31th Annual Duck Derby on Sunday May 21, 2023 from 10:00 a.m. – 2:30 p.m. in Linear Park by Wawayanda creek and south street parking lot. The Duck Derby Race will take place at 1:30. Clean up- breakdown completed by 3:00.

Attached is a Certificate of Liability Insurance, along with a completed Village of Warwick Facility Use Request. Enclosed please find the \$200 security deposit as required per the facility use document.

Sincerely,



Susan Ferro
Executive Director



Donations to Winslow Therapeutic Riding Center are tax-deductible to the fullest extent of the law.

CLC Foundation, Inc. d/b/a/ Winslow Therapeutic Riding Center:
1433 State Route 17A, Warwick, NY 10990 • 845-986-6686 • fax 845-988-5980
Federal ID 13-3676239; NYS Registration No. 06-44-97

• www.winslow.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: 1-16-23

Title of Event: Winslow Duck Derby

Purpose of Event: Community Outreach / Fundraiser

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 1st 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: 5-21-23 Rain Date Requested: N/A

Arrival Time: 8 AM Departure Time: 3 pm

Event Start Time: 10 AM Event End Time: 2 pm

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Susan Ferro

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

Mailing Address of Responsible Party: 260 SOUTH RT 94 WARWICK NY 10990

Email Address: Sferro91@aol.com Cell Phone: 845-988-7242

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

Name of Organization (if Applicable): Winslow Therapeutic Center

Name of Organization's Director(s)/Officer(s): Susan Ferro

Organization's Phone: 845-986-6686 Email Address: SUE@winslow.org

Mailing Address of Organization: 1433 state Rt 17A Warwick NY 10990

Physical Address of Organization: SAME

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: _____

EVENT IS
DURING THE
FARMERS MARKET
Winslow has a booth

Please explain the parking plan for the event: _____

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

| | |
|---|--|
| Greater than 200 people at any given time <i>If yes, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE</i> | Yes _____ No _____ |
| Music / Loudspeakers / Sound System <i>If yes, explain:</i> _____ <i>Location of Music/Loud Speakers/ Sounds System:</i> _____ | Yes _____ No <input checked="" type="checkbox"/> |
| Parade, walk, road race, etc. <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> | Yes _____ No _____ |
| Tent(s) <i>Include a map detailing the placement of the tent(s).</i> Date & time tent will be set up: _____ Date & time tent will be removed: _____ | Yes _____ No _____ |

| | |
|--|---|
| RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> _____ | Yes ____ No <input checked="" type="checkbox"/> |
| Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> _____ | Yes ____ No <input checked="" type="checkbox"/> |
| Alcohol <i>Host Liquor Liability Insurance is required.</i> | Yes ____ No <input checked="" type="checkbox"/> |
| Food will be served or sold <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.</i> <i>*Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</i> | Yes ____ No <input checked="" type="checkbox"/> |
| Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i> | Yes ____ No <input checked="" type="checkbox"/> |
| Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i> | Yes ____ No <input checked="" type="checkbox"/> |
| Other <i>Please explain:</i> _____ | Yes ____ No ____ |

SPECIAL REQUESTS:
CHECK YES OR NO

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

| | |
|--|-----------------------|
| Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i> | Yes _____ No <u>✓</u> |
| Other Please explain: _____ | Yes _____ No <u>✓</u> |

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*)

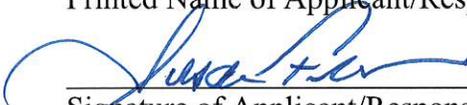
Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

TOTAL FEES: \$ 0 (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 Winslow Therapeutic (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 Winslow Therapeutic (Name Organization).

Susan Ferris
 Printed Name of Applicant/Responsible Party


 Signature of Applicant/Responsible Party

1-16-23
 Date

Clerk Use Only: Security Deposit Check # 1518 Certificate of Insurance ✓ Host Liquor Liability NA
 Fees Received NA Park Map(s) NA Police Dept. Approval (if applicable) NA
Facility Use Calendar ✓

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:

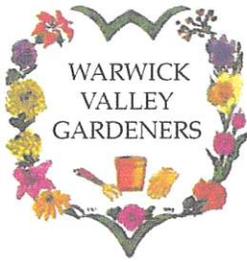
SUSAN FERRO

Printed Name of Applicant/Responsible Party



Signature of Applicant/Responsible Party

Date 1-17-23



Warwick Valley Gardeners

January 30, 2023

Mayor Michael Newhard
Warwick Village Hall
77 Main Street
Warwick NY 10990

RECEIVED

JAN 30 2023

VILLAGE OF WARWICK
CLERK

Mayor Newhard & Village Trustees:

Warwick Valley Gardeners would be happy to hold our 29th Annual Countryside Garden Tour on Saturday, July 8, 2023 (rain date Sunday, July 9). Ticket sale funds from this event maintain nine community gardens, school scholarship, library book donations, and many more.

We are requesting permission to hold our ticket sales at Railroad Green during the two dates and hours listed on our application. We would also like to use Railroad Green for our Pretour on Friday, July 7, 2023 (hours listed on application). Our application is attached.

I have spoken with Corinne Iurato and we have coordinated our parking and vendor stall locations. She will not be putting any vendors on the sidewalks of RR Green and she does not wish to use the parking meters on Main Street that we are requesting. These are meter numbers 43, 44, 45 and 46 (northbound side) as well as meter numbers 108, 109, 110 and 111 (southbound side), for a total of 8. These will be used for folks purchasing tickets the day of the event. I would like to pick up the meter bags on Thursday, July 6th and will be placing them on the meters very late at night on Friday, July 7th. They will be removed when our tickets sales ends on Saturday, July 8th. In case of a rain cancellation on July 8th, the meter bags will be removed as quickly as possible that day and put back on very late at night on Saturday, July 8th and removed again on Sunday, July 9th.

Our certificate of insurance is attached. Prior to 6/17/23 (expiration of current certificate), I will request a new one and forward it to the Village.

Deposit check for \$200 enclosed.

As always, thank you again for your consideration and continued support of our organization and our events!!

If you have any questions or concerns, please do not hesitate to contact me anytime at 973-343-1605. My email is woody410@yahoo.com.

Sincerely,

A handwritten signature in cursive script that reads "BSherwood". The letters are fluid and connected, with a prominent initial "B".

Bonnie Sherwood
Garden Tour Chair

CC: Raina Abramson

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: 1-30-23

Title of Event: Warwick Valley Gardeners Countryside Garden Tour

Purpose of Event: Fundraiser for nonprofit

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 1st 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: 7/7/23* + 7/8/23 Rain Date Requested: 7/9/23

Arrival Time: 8 AM Departure Time: 3 PM

**7/7/23 - 4 PM → 5³⁰ PM*

Event Start Time: 8⁴⁵ AM Event End Time: 2 PM

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Pat Reinhardt

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

Mailing Address of Responsible Party: PO Box 969, Warwick NY 10990

Email Address: prpoetry@optonline.net Cell Phone: 914-980-7528

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

Name of Organization (if Applicable): Warwick Valley Gardeners

Name of Organization's Director(s)/Officer(s): Kristine Rent (President)

Organization's Phone: 973-343-1605 Email Address: _____

Mailing Address of Organization: PO Box 562, Warwick NY 10990

Physical Address of Organization: N/A

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 100 at one time

* 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: Metered pkg, (commuter pkg), RR green, streets + driveways

WILL YOUR EVENT INCLUDE: CHECK YES OR NO

| | |
|--|-----------------------|
| Greater than 200 people at any given time <i>If yes, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE</i> | Yes _____ No <u>X</u> |
| Music / Loudspeakers / Sound System <i>If yes, explain:</i> _____ <i>Location of Music/Loud Speakers/ Sounds System:</i> _____ | Yes _____ No <u>X</u> |
| Parade, walk, road race, etc. <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> | Yes _____ No <u>X</u> |
| Tent(s) <i>Include a map detailing the placement of the tent(s).</i> Date & time tent will be set up: <u>7-8-23 8AM</u> Date & time tent will be removed: <u>7-8-23 2PM</u> <i>(same times for rain date of 7/9/23)</i> | Yes <u>X</u> No _____ |

| | |
|--|--|
| RVs, Campers, Food Trucks, etc. If yes, explain: _____ | Yes ___ No <input checked="" type="checkbox"/> |
| Admission Fee to Be Charged If yes, please list the admission fee: <u>\$25</u> | Yes <input checked="" type="checkbox"/> No ___ |
| Alcohol Host Liquor Liability Insurance is required. | Yes ___ No <input checked="" type="checkbox"/> |
| Food will be served or sold If yes, explain the method of food distribution and disposal of trash: _____ _____ <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> | Yes ___ No <input checked="" type="checkbox"/> |
| Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. If yes, explain: _____ Additional contract(s) and/or insurance is required. | Yes ___ No <input checked="" type="checkbox"/> |
| Portable Toilets Placement of portable toilets must be detailed on the map that is required with the application. | Yes ___ No <input checked="" type="checkbox"/> |
| Other Please explain: _____ | Yes ___ No <input checked="" type="checkbox"/> |

SPECIAL REQUESTS:

CHECK YES OR NO

| | |
|---|--|
| Road Closure List road(s): _____ Closed between the hours of _____ and _____ Number of 'No Parking' meter bags requested, if applicable: <u>8</u> | Yes <input checked="" type="checkbox"/> No ___ |
| Use of Village-owned tables and chairs Veterans Memorial Park Pavilion Only. No. of Tables ___ No. of Chairs ___ | Yes ___ No <input checked="" type="checkbox"/> |
| Use of Electricity | Yes ___ No <input checked="" type="checkbox"/> |
| Use of Memorial Park Football/Over 35 Field Lights Additional fee required for use of field lights. | Yes ___ No <input checked="" type="checkbox"/> |
| Use of Memorial Park Pavilion Lights | Yes ___ No <input checked="" type="checkbox"/> |

| | |
|--|-----------------------|
| Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i> | Yes _____ No <u>X</u> |
| Other Please explain: _____ | Yes _____ No <u>X</u> |

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: \$ 200 (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 Warwick Valley Gardeners (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 Warwick Valley Gardeners (Name Organization).

Pat Reinhardt
 Printed Name of Applicant/Responsible Party

Patricia Reinhardt
 Signature of Applicant/Responsible Party

1-30-23
 Date

Clerk Use Only: Security Deposit Check # 904 Certificate of Insurance Host Liquor Liability NA
 Fees Received NA Park Map(s) Police Dept. Approval (if applicable) NA
Facility Use Calendar:

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

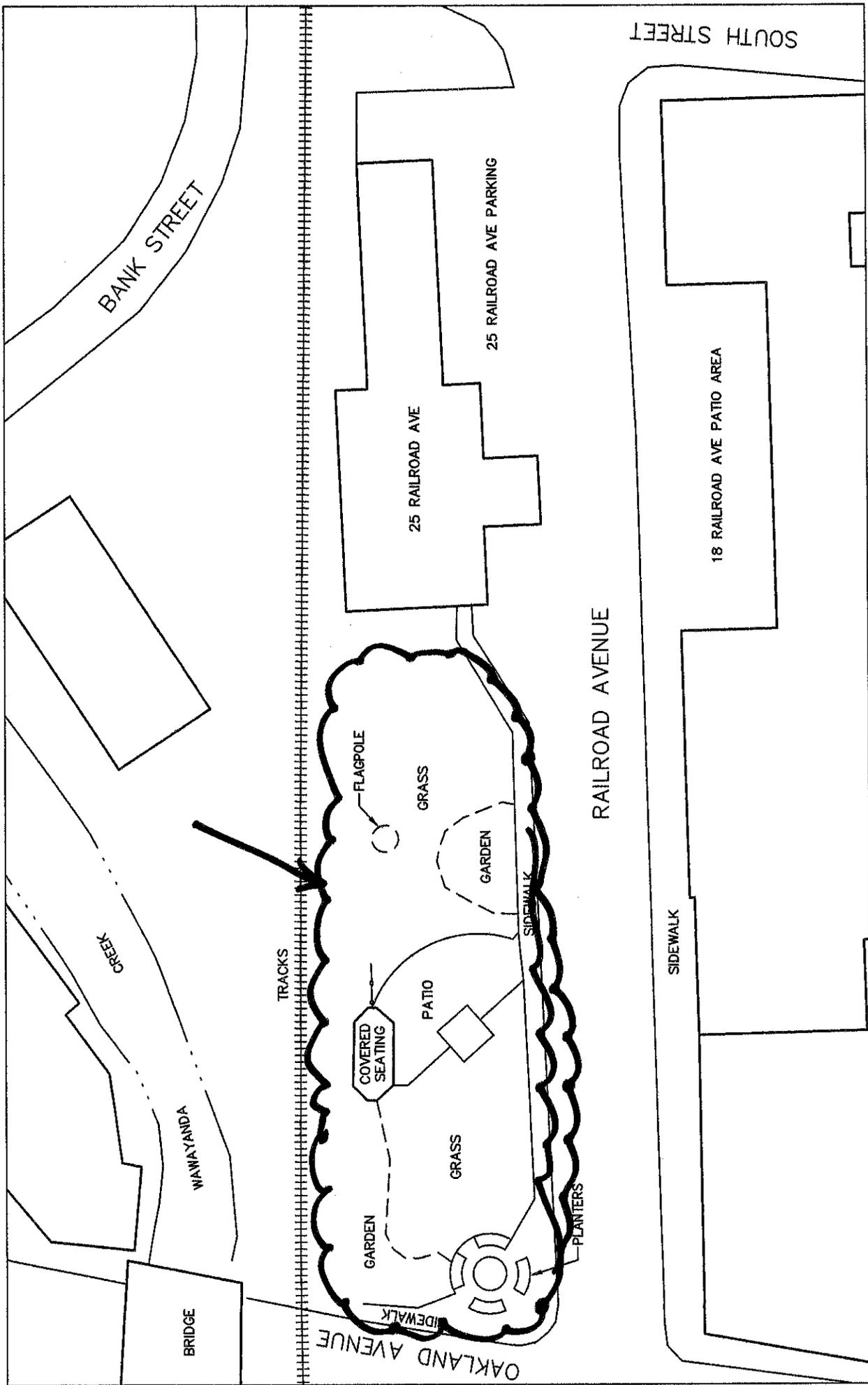
FACILITY USER does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising 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:

Pat Reinhardt
Printed Name of Applicant/Responsible Party

Patricia Reinhardt
Signature of Applicant/Responsible Party

Date 1-30-23



WARWICK FIRE DEPARTMENT

CHIEF – MICHAEL CONTAXIS
wfd634c@yahoo.com

FFLEMIN3106@yahoo.com

kbrock915@gmail.com

SAFETY OFFICER – CHRIS DIMARCO
biggums151@yahoo.com



PRESIDENT – MELISSA STEVENS
meliss_stevens@yahoo.com

VICE PRESIDENT - ROBERT PAVLICK
ROBB.PAVLICK@gmail.com

SECRETARY – DEB SCHWEIKART
dlswarwick@gmail.com

TREASURER – BILL LINDBERG
lindberg652@gmail.com

January 13, 2023

Board of Trustees Village of Warwick
P.O. Box 369
Warwick, New York 10990

Reference: 2023 Warwick Fire Department 9/11 Memorial Service

Dear Board Members

Our Annual 9/11 Memorial Service is scheduled for Monday, September 11 at 6 PM. The Warwick Fire Department would like to ask if we could have our service in Memorial Park at the 9/11 Memorial? Please feel free to contact me with any questions.

Thank you.

Melissa Stevens
President
Cell: 845-742-0886
Email: grover80@warwick.net

RECEIVED

JAN 13 2023

VILLAGE OF WARWICK
CLERK

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: 1/10/2023

Title of Event: 9/11 Memorial Service

Purpose of Event: Memorial Service

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 1st 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: 9/11/2023 Rain Date Requested: _____

Arrival Time: 5pm Departure Time: 6:30pm

Event Start Time: 6pm Event End Time: 6:15

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Melissa Stevens

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

Mailing Address of Responsible Party: PO. Box 31, Warwick, NY 10990

Email Address: grover80@warwick.net Cell Phone: 845-742-0886

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

Name of Organization (if Applicable): Warwick Fire Department

Name of Organization's Director(s)/Officer(s): Melissa Stevens

Organization's Phone: 845-986-3473 Email Address: _____

Mailing Address of Organization: P.O. Box 31, Warwick, NY

Physical Address of Organization: 25 Church Street, Warwick, NY

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 100

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

of Adults: 75 # of People Under 18: 25

Expected Number of Vehicles Intended at the Event: 50

Please explain the parking plan for the event: On Roadway / Grass

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

| | |
|---|--|
| Greater than 200 people at any given time <i>If yes, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE</i> | Yes ___ No <input checked="" type="checkbox"/> |
| Music / Loudspeakers / Sound System <i>If yes, explain:</i> _____ <i>Location of Music/Loud Speakers/ Sounds System:</i> _____ | Yes <input checked="" type="checkbox"/> No ___ |
| Parade, walk, road race, etc. <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> | Yes ___ No <input checked="" type="checkbox"/> |
| Tent(s) <i>Include a map detailing the placement of the tent(s).</i> <i>Date & time tent will be set up:</i> _____ <i>Date & time tent will be removed:</i> _____ | Yes ___ No <input checked="" type="checkbox"/> |

| | |
|---|--|
| RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> _____ | Yes _____ No <input checked="" type="checkbox"/> |
| Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> _____ | Yes _____ No <input checked="" type="checkbox"/> |
| Alcohol <i>Host Liquor Liability Insurance is required.</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Food will be served or sold <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.</i> <i>*Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Other <i>Please explain:</i> _____ | Yes _____ No <input checked="" type="checkbox"/> |

SPECIAL REQUESTS:
CHECK YES OR NO

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

| | |
|--|--|
| Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Other Please explain: _____ | Yes _____ No <input checked="" type="checkbox"/> |

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 Warwick Fire Dept. (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 Warwick Fire Department (Name Organization).

Melissa Stevens
 Printed Name of Applicant/Responsible Party

[Signature]
 Signature of Applicant/Responsible Party

1/6/23
 Date

Clerk Use Only: Security Deposit Check # NA Certificate of Insurance Host Liquor Liability NA
 Fees Received NA Park Map(s) _____ Police Dept. Approval (if applicable) NA
Facility Use Calendar

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:

Melissa Stevens
Printed Name of Applicant/Responsible Party


Signature of Applicant/Responsible Party

Date 1/6/2023

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.

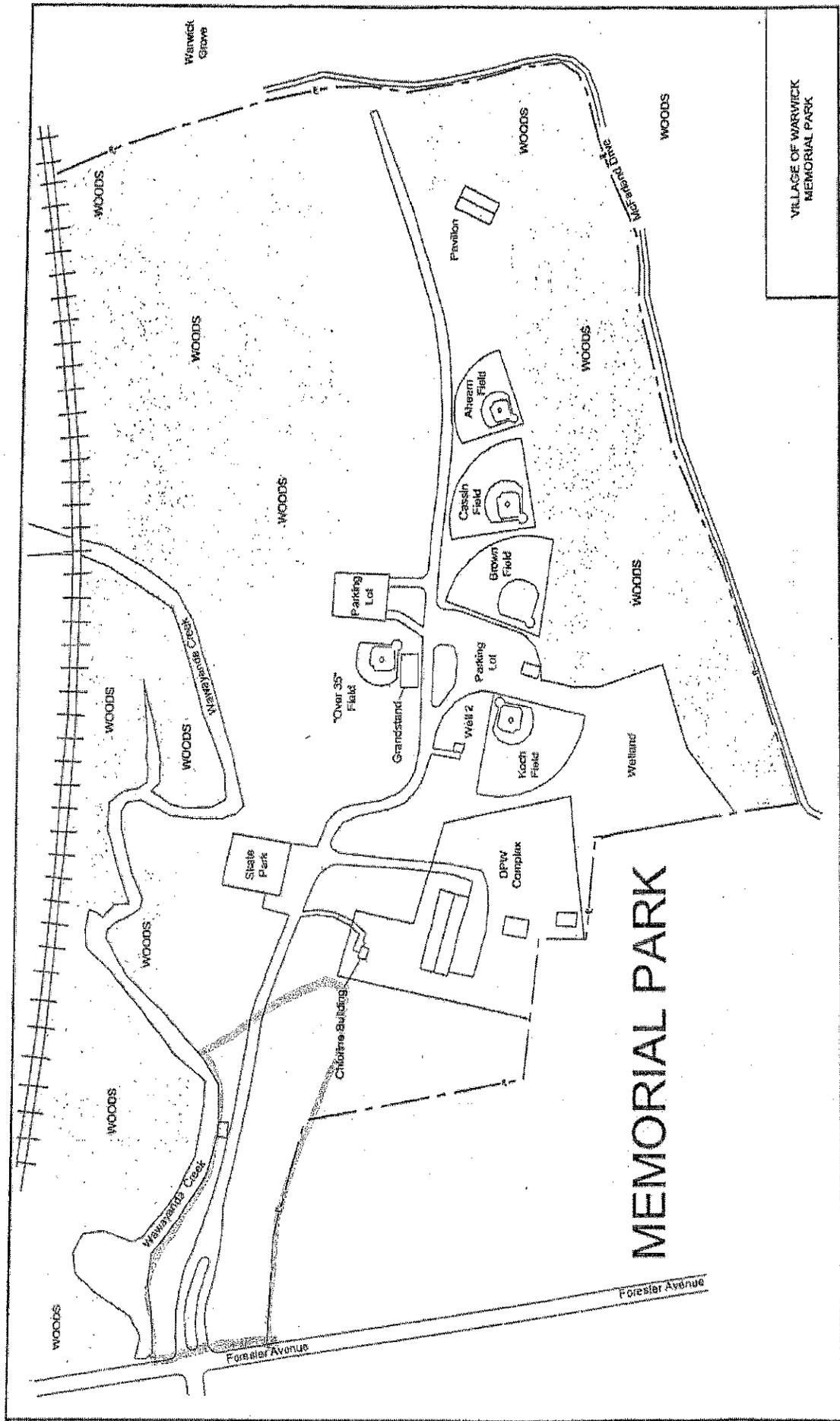
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***Insurance Liability Coverage must include Mechanical Rides / Bounce House / Inflatable Slides etc. – If Applicable**

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



MEMORIAL PARK

VILLAGE OF WARWICK
MEMORIAL PARK

January 13, 2023

Board of Trustees Village of Warwick
P.O. Box 369
Warwick, New York 10990

Reference: Department Picnic & Request to serve Alcohol

Dear Board Members

Please be advised that the Warwick Fire Department would like to hold it's Annual Family Picnic in Veterans Memorial Park. The Picnic will be held on Saturday, July 29, 2023 with a rain date of July 30, 2023.

We would like to serve alcohol at the Annual Family Picnic.

The required insurance certificate is attached.

Please feel free to contact me with any questions.

Thank you.

Melissa Stevens
President,
Warwick Fire Department
Ph: 845-742-0886
Email: grover80@warwick.net

RECEIVED
JAN 18 2023
VILLAGE OF WARWICK
CLERK

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: 1/4/23

Title of Event: Warwick Fire Department Annual Picnic

Purpose of Event: Picnic

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 1st 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: 7/29/2023 Rain Date Requested: 7/30/2023

Arrival Time: 9am Departure Time: 8pm

Event Start Time: 12pm Event End Time: 7pm

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Melissa Stevens, WFD President

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

Mailing Address of Responsible Party: P.O. Box 31, Warwick, NY 10990

Email Address: grover80@Warwick.net Cell Phone: 845-742-0886

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

Name of Organization (if Applicable): Warwick Fire Department

Name of Organization's Director(s)/Officer(s): Melissa Stevens, President

Organization's Phone: _____ Email Address: _____

Mailing Address of Organization: P.O. Box 31, Warwick, NY 10990

Physical Address of Organization: 25 Church Street, Warwick NY 10990

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 150

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

of Adults: 100 # of People Under 18: 50

Expected Number of Vehicles Intended at the Event: 75

Please explain the parking plan for the event: Parking along the Roadway and in Parking lot

WILL YOUR EVENT INCLUDE: CHECK YES OR NO

| | |
|---|--|
| Greater than 200 people at any given time <i>If yes, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Music / Loudspeakers / Sound System <i>If yes, explain: <u>Portable Speaker</u></i> <i>Location of Music/Loud Speakers/ Sounds System: _____</i> | Yes <input checked="" type="checkbox"/> No _____ |
| Parade, walk, road race, etc. <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> | Yes _____ No <input checked="" type="checkbox"/> |
| Tent(s) <i>Include a map detailing the placement of the tent(s).</i> <i>Date & time tent will be set up: _____</i> <i>Date & time tent will be removed: _____</i> | Yes _____ No <input checked="" type="checkbox"/> |

| | |
|---|--|
| RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> _____ | Yes _____ No <input checked="" type="checkbox"/> |
| Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> _____ | Yes _____ No <input checked="" type="checkbox"/> |
| Alcohol <i>Host Liquor Liability Insurance is required.</i> | Yes <input checked="" type="checkbox"/> No _____ |
| Food will be served or sold <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.</i> <i>*Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</i> | Yes <input checked="" type="checkbox"/> No _____ |
| Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> <u>Water slide</u> <i>Additional contract(s) and/or insurance is required.</i> | Yes <input checked="" type="checkbox"/> No _____ |
| Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Other <i>Please explain:</i> _____ | Yes _____ No _____ |

SPECIAL REQUESTS:
CHECK YES OR NO

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

| | |
|--|---|
| Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Other Please explain: _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |

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 Warwick Fire Dept (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 Warwick Fire Department (Name Organization).

Melissa Stevens
 Printed Name of Applicant/Responsible Party


 Signature of Applicant/Responsible Party

1/4/23
 Date

Clerk Use Only: Security Deposit Check # NA Certificate of Insurance Host Liquor Liability
 Fees Received NA Park Map(s) Police Dept. Approval (if applicable) NA
 Facility Use Calendar

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:

Melissa Stevens

Printed Name of Applicant/Responsible Party



Signature of Applicant/Responsible Party

Date 1/4/2023

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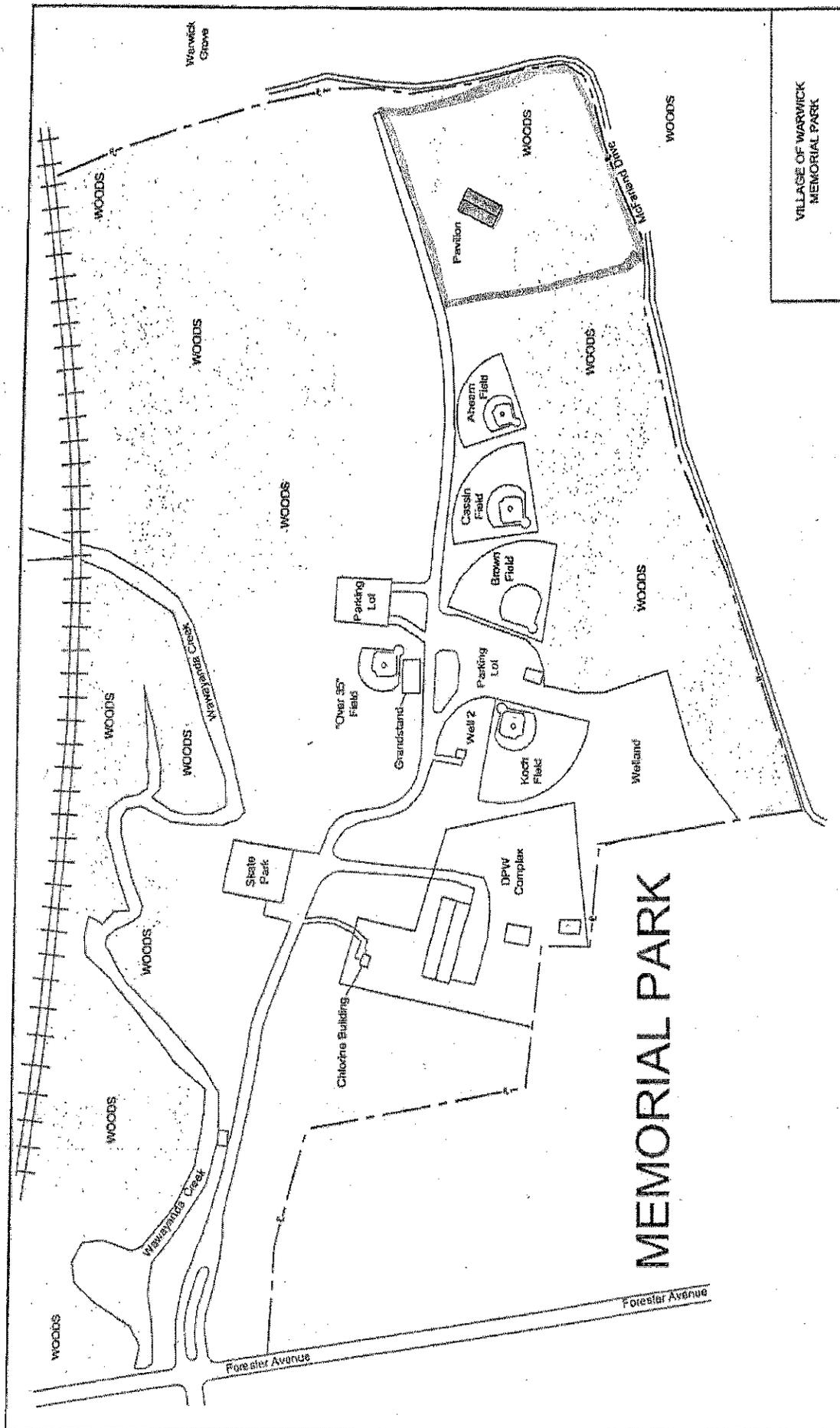
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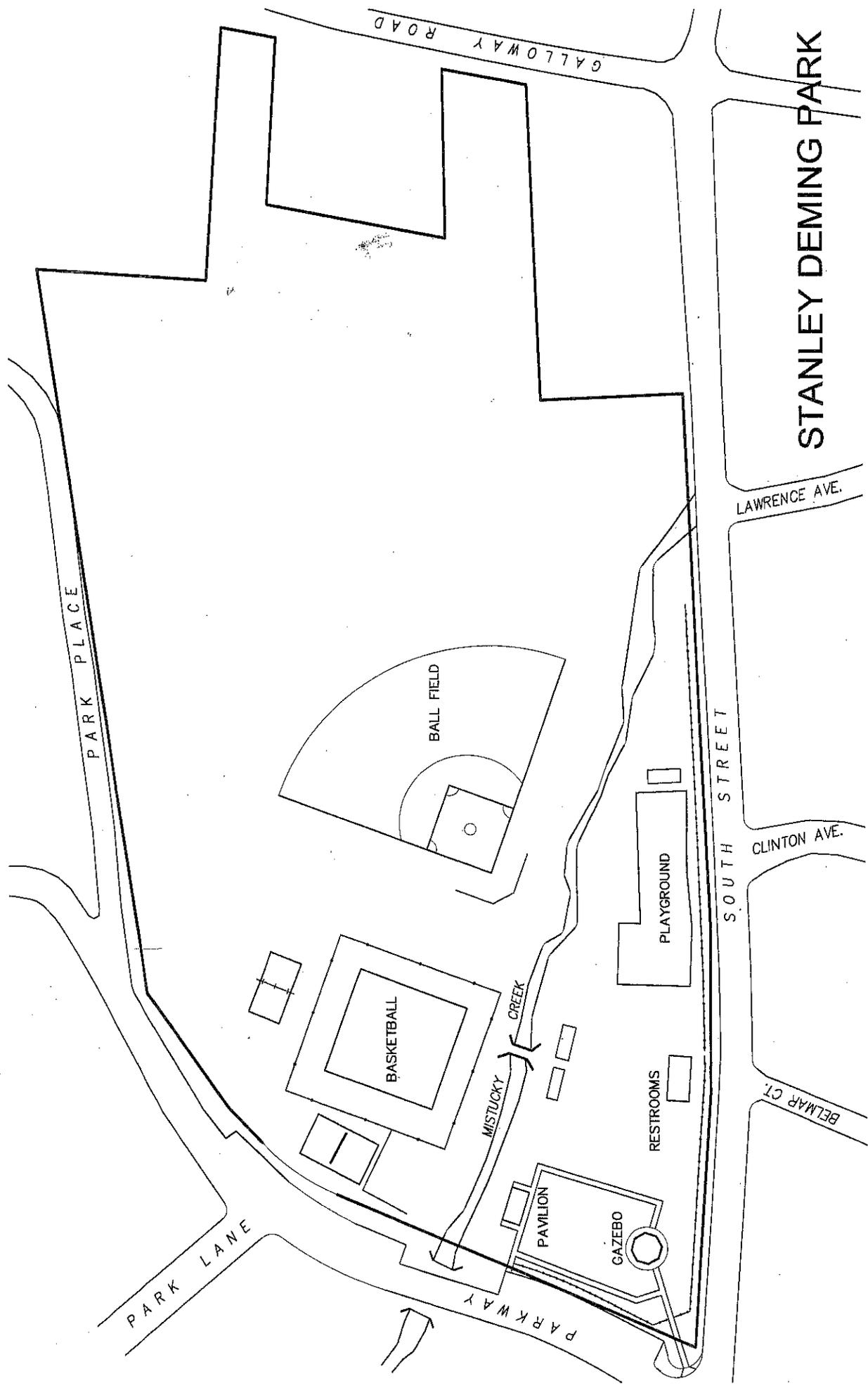
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MEMORIAL PARK

VILLAGE OF WARWICK
MEMORIAL PARK



STANLEY DEMING PARK

GALLOWAY ROAD

PARK PLACE

PARK LANE

BALL FIELD

BASKETBALL

MISTUCKY CREEK

PAVILION

GAZEBO

RESTROOMS

PLAYGROUND

SOUTH STREET

LAWRENCE AVE.

CLINTON AVE.

BELMAR CT.

PARK WAY



Thank You For Registering!

Receipt #001157

Payer: Edin Chocoj-Coc

Total Due: \$10.00

Amount Paid: \$10.00

Date: 1/10/2023 11:02 AM

Via: Counter

Type: Cash

ID Card Program

Local Residency ID Card - Jan 1 2020 8:30AM

Edin Chocoj-Coc (Resident)

Local Residency ID Card Fee

\$10.00

Total Paid:

\$10.00