

77 Main Street  
Post Office Box 369  
Warwick, NY 10990  
www.villageofwarwickny.gov



(845) 986-2031  
FAX (845) 986-6884  
mayor@villageofwarwickny.gov  
clerk@villageofwarwickny.gov

# VILLAGE OF WARWICK

INCORPORATED 1867

## **NOTICE OF PUBLIC HEARING ORANGE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING (CDBG – FY-2027)**

**PLEASE TAKE NOTICE** that on Monday, May 18, 2026, at 7:30 P.M. or as soon thereafter as the matter can be heard, a Public Hearing will be held before the Board of Trustees of the Village of Warwick, New York, at Village Hall, located at 77 Main Street, Warwick, New York. The Village of Warwick will hold a public hearing so that the public may offer comments and suggestions regarding projects to be considered by the Village of Warwick for application of \$75,000 up to \$275,000 for public infrastructure, public improvements, public facilities or other eligible activities to the Orange County Office of Community Development's to be considered for inclusion in the County's 2027 Action Plan to the U.S. Department of Housing and Urban Development (HUD) to be funded by the 2027 Community Development Block Grant (CDBG). The Action Plan functions as a planning document, an application for Federal funds and a strategy to be followed in administering HUD Programs. The 2027 County's Annual Action Plan will be prepared and submitted to HUD on or before November 15, 2026, or upon such date as instructed by HUD.

The purpose of the Public Hearing is to obtain the views of residents of the municipality, public agencies, and other interested parties, on housing and community development needs, to suggest projects to address such needs, and affirmatively further fair housing. There will be a discussion of community development needs within the Village of Warwick, proposed projects, and a review of any previous projects funded with CDBG. Organizations representing people with low and moderate incomes and people with low to moderate incomes are encouraged to attend this hearing so that their views can be heard as the CDBG program benefits people with low to moderate income.

The Village of Warwick will make reasonable accommodation and services necessary for citizens with sensory-impairments and disabilities at the public hearing. Translation services may be offered upon request and availability. People requiring such accommodation/services should contact the Village of Warwick at least three working days in advance of the meeting. People requiring information in alternative formats should contact the Village of Warwick at (845) 986-2031 (TDD Users: 7-1-1 NY Relay Center).

La información será proporcionada en español a petición.

BY ORDER OF THE VILLAGE BOARD

VILLAGE OF WARWICK  
RAINA ABRAMSON  
VILLAGE CLERK  
DATED: April 17, 2026

# MEMO

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**Date:** May 12, 2026

**To:** Mayor Newhard & The Village Board

**From:** Michael Moser, DPW Supervisor

**Re:** Seasonal Hire

**MOTION** to hire Nathan Branch to the position of Seasonal Department of Public Works Laborer at 40 hours per week for 16 weeks with a June start date to be determined; as per the recommendation of DPW Supervisor, Michael Moser. Salary will be based on the FY26-27 budget.

# Barton & Loguidice

April 29, 2026

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

Re: Supplement for Construction Phase Engineering Services  
Wastewater Treatment Plant Improvements Project

File: P702.5439

Dear Mayor Newhard:

Barton & Loguidice, D.P.C. (B&L) is pleased to provide this supplement for construction administration, construction observation, start-up and record drawing services for the Wastewater Treatment Plant Improvements Project in accordance with our original signed contract dated December 5, 2016. The improvements include installation of the following:

- New vortex grit removal system located near the influent structure prior to the primary clarifiers
- New grit classifier located in a new prefabricated building next to the main office building
- New tanks with sequencing batch reactors (SBRs) located adjacent to the existing rotating biological contactors (RBCs)
- New SBR blowers located in a new prefabricated building next to the SBRs
- Conversion of existing secondary clarifiers to post-SBR flow equalization tanks
- Replacement of tertiary sand filters with new disk filters
- New on-site pump station to return bathroom waste, lab drains, and grit classifier process water to the head of the treatment plant
- New plant water pump station, located in the existing blower room, to facilitate the use of plant water for the existing belt filter press system
- Conversion of the primary clarifiers to aerated sludge holding tanks to supplement the current aerated sludge thickener
- New sludge holding tank blowers located in the sludge transfer pump room
- Replacement of an existing sludge transfer pump
- Associated piping between all new unit processes
- New pole barns over the UV disinfection tank
- Structural modifications within the sludge transfer pump room and tertiary filter building
- Electrical improvements, including a new electrical service, site lighting, generator, and controls system
- Site/civil upgrades, including new paving, access walks, and site grading



### **Scope of Services**

B&L proposes to provide the following scope of services:

#### **1. Construction Administration Services**

The construction contracts are anticipated to be awarded in April 2026 with a Notice to Proceed in May 2026. Based on the contract documents the contractors have 540 days for final construction completion which is estimated to occur in December 2027. This results in 20 months of construction administration services, which has been assumed for fee development. Actual time required will depend on the construction contractors' performance.

A Project Engineer and team will be assigned to the project to provide the following scope of services:

- a. Prepare conformed copies of the successful bidders' submittals for contract execution.
- b. Conduct a pre-construction meeting with the Contractors prior to commencement of work at the site. Prepare meeting minutes, action items, and issue a Notice to Proceed.
- c. Conduct bi-weekly construction meetings with the Contractors and Owner's Representatives, including periodic site inspection to the project site during construction of the project (total of 40 meetings assumed).
- d. Shop Drawings and Samples: Review shop drawings and Samples for the material and equipment to be incorporated into the project for conformance with the Contract Documents. Approve or take other appropriate action. Two reviews per submittal maximum assumed
- e. Special Inspections: Coordinate outside third party inspections as required by the New York State Building Code, including for soils and foundations, cast in place concrete, and structural steel.
- f. Substitutes and "or-equal": Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractors.
- g. Applications for Payment: Based on Engineer's observations as an experienced and qualified design professional, and on review of Contractors' application for payment and accompanying supporting documentation, determine the amounts that Engineer recommends Contractor be paid. It is estimated that there will be a total of 18 partial payments per Contract.
- h. Change Orders and Work Change Directives: Review change order documentation and provide the Village with recommendations regarding acceptance. Prepare change order documentation for appropriate change orders, if necessary.
- i. Defective Work: Reject work if, on the basis of Engineer's observations, Engineer believes that such work: (a) is defective under the standards set forth in the Contract Documents, (b) will not produce a completed Project that conforms to the Contract Documents, or (c) will imperil the integrity of the design concept of the completed Project as a functioning whole as indicated by the Contract Documents.
- j. Clarifications and Interpretations; Field Orders: Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Subject to any limitations in the



Contract Documents, Engineer may issue field orders authorizing minor variations in the work from the requirements of the Contract Documents.

- k. Inspections and Tests: Coordinate the required special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. Costs for the special inspections firm (Atlantic Testing or other) will be on an as needed basis for specific tests required. An allowance for this work is provided in the fee schedule and the Village will only be billed for services rendered.
- l. Disagreements between Owner and Contractor: Render formal written decisions on all duly submitted questions and disputes relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution, performance, or progress of Contractor's work; review each duly submitted Claim by Owner or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if Engineer in its discretion concludes that to do so would be inappropriate.
- m. Contractor's Completion Documents: Receive, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples, and other data approved as required, and transmit the annotated record documents which are to be assembled by Contractor in accordance with the Contract Documents to obtain final payment.
- n. Substantial Completion: Promptly, after notice from Contractor that Contractor considers the entire work ready for its intended use, in company with Owner and Contractor, visit the Project to determine if the work is substantially complete. If after considering any objections of Owner, Engineer considers the work substantially complete, Engineer shall deliver a certificate of Substantial Completion to Owner and Contractor. Engineer shall develop a list of deficiencies and issue said list to Contractor, then manage, supervise, and reinspect all deficiencies until final resolution.
- o. Final Notice of Acceptability of the Work: Conduct a final visit to the Project to determine if the completed work of Contractor is acceptable so that Engineer may recommend, in writing, final payment to Contractor. Provide a written notice of completion to regulatory agencies as required.
- p. Record Drawings: Prepare Record Drawings showing appropriate information and furnish to Owner. One electronic copy in PDF format, one electronic copy in AutoCAD format, and two sets of 22" x 34" sheets in paper format will be provided to the Owner. One electronic copy of the project specifications in PDF format and one copy in paper format will be provided.
- q. Funding Support Services: The project was successful in securing a major grant to fund this project through the Water Infrastructure Improvement Act (WIIA) program. The grant will require development of initial submissions as well as monthly/quarterly paperwork submissions for review and approval. Minority and woman-owned business enterprise (MWBE) work plans and quarterly paperwork will be completed to support the Village with the program compliance requirements.



## **2. Construction Observation Services**

B&L, via a WBE subconsultant and B&L staff, will provide the services of a construction observer for up to 3,000 hours (based on 18 months of construction). It is anticipated that full time services will be for all underground work, tank and building construction, and process equipment installation. Part time service will be provided as work transitions to minor construction and/or all above grade work. It is anticipated that the work will occur during a normal 8-hour work day but staff can work extended hours for specific construction tasks to accommodate contractors schedule.

Duties of the Construction Observer (CO) will be as follows:

- a. Conduct construction observation of the work in progress in determining if the work is proceeding in accordance with the approved Contract Documents. The CO shall not advise or issue directions regarding, or assume control over, safety precautions and programs in connection with the work.
- b. Report whenever the CO believes that any work will not produce a completed project that conforms to the Contract Plans and Specifications, has been damaged, or does not meet the requirements of any inspection, test, or approval required to be made, and advise of work that CO believes should be corrected or rejected.
- c. Report when clarifications and interpretations of the Contract Plans are needed.
- d. Prepare daily progress reports recording contractor's activities and progress of the work.
- e. Verify materials match approved submittals.
- f. Be present during system testing to verify that performance is in accordance with Contract Plans, Specifications, and intended function.

The amount of time required for construction administration and observation is dependent on the Contractors' progress and final scope of the construction project. Based on our experience, we have estimated what we feel is a reasonable timeframe for completion of the work, and have estimated the time required for construction observation accordingly.

## **3. Start-Up Services & Operations and Maintenance Manual**

B&L will assist the Village and Contractors in the Start-Up of the treatment plant. 80 hours of field service time is assumed.

B&L will prepare a site-specific operations and maintenance manual to outline the following in accordance with New York State Department of Environmental Conservation (NYSDEC) requirements:

- a. Design summary of each unit process
- b. Maintenance requirements of unit process (detailed manufacturer manuals will be provided as part of the construction contract)
- c. Standard operating procedures



**Fee for Services**

B&L proposes to provide the services described above for the fee as follows:

Construction Administration Services (Lump Sum)	\$ 490,000
Special Inspections (Allowance, billed Time and Expense (T&E) based on testing services provided)	\$ 34,500
Start-up Services & Operations and Maintenance Manual (Lump Sum)	\$ 48,900
Construction Observation Service (Time and Expense)	\$ 497,000
<u>Additional Design Services During Construction (T&amp;E as authorized)</u>	<u>\$ 30,000</u>
<b>Total</b>	<b>\$ 1,100,400</b>

Construction Observation services will be billed hourly and are based on the estimates provided. B&L 2026 Hourly Billing Rate is attached. All these billing rates will increase in 2027 and 2028. If construction observation hours exceed the allocation above, or if the construction period extends beyond 18 months, further construction observation and administration would be provided as an additional service. We reserve the right to transfer fee between the administration and observation phases as needed to complete the project.

If design services are needed to facilitate additional design requests not already included in the current plans and specification those would be done hourly as authorized by the Village.

Upon authorization by the Village, Barton & Loguidice, D.P.C. shall be hereby authorized to proceed with the services described herein in accordance with the Terms and Conditions of the original Agreement for Professional Services between B&L and the Village of Warwick.

Thank you for the opportunity to continue serving the Village. Please do not hesitate to contact us should you have any questions regarding this supplement.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

Donald H. Fletcher  
Executive Vice President

**Authorization**

Barton & Loguidice, D.P.C. is hereby authorized by the Village of Warwick ("Owner") to proceed with the services described herein in accordance with the original contract terms and conditions.

Michael J. Newhard

Authorized Printed Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

**Orange County Department of Human Resources  
County Government Center, Goshen, NY 10924  
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.  
Forward one typed copy to this Department.

**1. Department** **Bureau, Division, Unit or Section** **Location of Position**

Village of Warwick, 77 Main Street, Warwick, NY 10990

**2. Description of Duties:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

**Percent of  
Work  
Time**  
100%

**Job Duties**

**Class Title: Intern (Seasonal) Title #: 1345**

The work involves responsibility for providing research projects. Work is carried out in accordance with established policies and procedures and involves the study of problems, gathering relevant information and developing and preparing reports with findings and recommendations designed to assist management in the decision-making process. Work is performed under the general supervision of the department head where assigned. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Conducts surveys and collects information;  
Develops public information programs and public relations materials.  
Inter-acts with the public in the collection and dissemination of information.  
Attends meetings and workshops and makes oral and written presentations.  
Participates in special projects.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Ability to follow directions; ability to work well with others; ability to apply classroom training to the workplace; dependability; ability to gather and analyze facts, place them in perspective and reach supportable conclusions; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

**(Attach additional sheets if more space is needed)**

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Michael J. Newhard	Mayor	General
Trustee Carly Foster	Village Trustee	General

4. Names and Titles of Persons Supervised by Employee in this position		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position		
<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

6. What minimum qualifications do you think should be required for this position?

**Education:** High School   0   Years  
College   0   Years, with specialization in \_\_\_\_\_  
Other   0   Years, with specialization in \_\_\_\_\_

**Experience: (list amount and type)**

**Essential knowledges, skills and abilities:**

**Type of license or certificate required:**

7. The above statements are accurate and complete.

Date: \_\_\_\_\_ Title: Mayor Signature: \_\_\_\_\_

### Certificate of Orange County Department of Human Resources

8. In accordance with the provisions of Civil Service Law Section 22, the Orange County Department of Human Resources certifies that the appropriate civil service title for the position described is:	
Title: _____	
Jurisdictional Classification: _____	
Date: _____	Signature: _____

### Action by Legislative Body or Other Approving Authority

9. Creation of described position	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Date: _____	Signature: _____

Return One Completed Copy To The Orange County Department of Human Resources

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** INTERN (SEASONAL)

**TITLE #:** 1345

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing research assistance and staff support on special projects in various municipalities. Intern positions provide an on-the-job training situation through exposure to many facets of Municipal Government while at the same time contributing to the upgrading of on-going programs, technical projects and formulation and testing of new programs and services. Work is carried out in accordance with established policies and procedures and involves the study of problems, gathering relevant information and developing and preparing reports with findings and recommendations designed to assist management in the decision making process. Work is performed under the general supervision of the department head where assigned. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

**NOTE:** The examples listed below are representative in scope of type and diversity of work an intern may be expected to perform in assignments in various departments.

Conducts surveys and collects information;

Develops public information programs and public relations materials;

Inter-acts with the public in the collection and dissemination of Information;

Attends meetings and workshops and makes oral and written presentations;

Participates in special projects.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to follow directions; ability to work well with others; ability to apply classroom training to the workplace; dependability; ability to gather and analyze facts, place them in perspective and reach supportable conclusions; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Training and/or work experience appropriate to the responsibilities of the particular department assignment as determined by the appointing authority.

ADOPTED: 3/29/95

REVISED: 9/26/01 kmg

JURISDICTIONAL CLASS: Non-Competitive



## VILLAGE OF WARWICK

INCORPORATED 1867

### **Village of Warwick – Part-Time Internship Opportunity Safe Streets for All Transportation Safety Action Plan**

The Village of Warwick is seeking part-time interns to assist, as needed, with the Safe Streets for All Transportation Safety Action Planning effort.

This is an excellent paid opportunity for college students and high school students—especially students involved in government, technology, planning, or audiovisual clubs, communications, media, or project-related programs—to gain hands-on municipal experience while supporting an important community safety initiative.

#### **Responsibilities May Include:**

- ~~Assisting with research and documentation~~
- Supporting community outreach and public engagement efforts
- Social media management and content creation
- Advertisement and promotional support for outreach activities
- Photography, video, and audiovisual support
- Assisting the technical planning team with project-related tasks

Flexible scheduling is available.

Students with interests or experience in audiovisual production, communications, photography, videography, graphic design, research, public safety, mobility, social media, or public engagement are encouraged to apply.

Resumes should be submitted to Trustee Carly Foster at [foster@villageofwarwickny.gov](mailto:foster@villageofwarwickny.gov) and Special Projects Coordinator Aliza Schiff at [safestreets@townofwarwickny.gov](mailto:safestreets@townofwarwickny.gov).

## 2026 Village of Recreation Staff

Matt Abel- park  
Mandy Blanton-lax(D), Soccer(D)/parkp/t  
Sierra Blanton-park/soccer/lax  
Skylar Blanton-park/soccer/lax  
Jason Brady- track  
Sam Brady-track/soccer/lax  
Matt Buddenhagen-track(D)/park (p/t)  
Matt Budnar- tennis  
Cam Burley-park  
Grace Carter-park  
Ciarra Currid-park  
Corey DeLucia-football(D)  
Matt Daly -park (AD)  
Chloe Dosogne-track  
Anthony Fasolino-park  
Will Gassaway-park

Reese Girardi-park/soccer/lax  
Ryan Grayson- park  
Taylor Hall -cheer (D)  
Sydney Introini-tennis (AD)  
Kristen Jados -park (AD)  
Joe Kadus-bb/lax  
Pat Kemp-park (HD)

(D)-Director  
(HD)-Health Director  
(AD)- Assistant Director

### New Staff:

Owen Barrett-track  
Dylan Bess-soccer  
Olivia Conklin-soccer/cheer  
Carmine Scotto-track  
Jillian Parsons -tennis  
Kellen Stack-track

Robert Carroll - track

Klaus Lindenau - track

Robert LaBarbera - park  
Kelsey Larney - park  
Teresa Lindsay-track(HD)/tennis(HD)  
Chris Luciano- park  
Doug Luciano-park(D)/football  
Cole Micallef-park/BB  
Shane Micallef-park/bb (D)  
Mike McCoy- park  
Carly McLaughlin-park/soccer/lax  
Logan Nagel-tennis  
Maddie Olszewski-track  
Brendan Perez-park  
Sean Perez-park/bb  
Zac Polsky-tennis  
Brett Roberson-track  
Allison Starr-track/soccer/lax/park(p/t)

Arielle Seid-park/bb  
Reagan Smith-track  
Helena Stone-park/cheer  
Kirk Thomas-track (AD)park p/t  
Jack Yioupis-tennis  
Matt Yioupis-tennis  
Ryan Yioupis-park

Liam Stack-track  
Aiden Payne-fb  
Leonard Tosh-track  
Tim Luciano -park  
Abby Walsh - park  
Liam Watkins-park/soccer

2026 SUMMER RECREATION STAFF

TOTAL NO. OF STAFF	LAST NAME	FIRST NAME	Summer 2026 FY 26-27 HOURLY RATE OF PAY 1st YEAR INSTRUCTOR \$13.50	Summer 2026 FY 26-27 HOURLY RATE OF PAY 2nd YEAR INSTRUCTOR \$14.50	Summer 2026 FY 26-27 HOURLY RATE OF PAY ASSISTANT DIRECTOR \$15.00	Summer 2026 FY 26-27 HOURLY RATE OF PAY PROGRAM DIRECTOR \$20.00	Summer 2026 FY 26-27 HOURLY RATE OF PAY HEALTH DIRECTOR \$20.00
<b>REHIRES</b>							
1	Abel	Matthew	NA	\$14.50			
2	Blanton	Mandy	NA	\$14.50		\$20.00	
3	Blanton	Skyler	NA	\$14.50			
4	Blanton	Sierra	NA	\$14.50			
5	Brady	Jason	NA	\$14.50			
6	Brady	Kimberly	NA	\$14.50			
7	Brady	Samantha	NA	\$14.50			
8	Buddenhagen	Matthew	NA	\$14.50		\$20.00	
9	Budnar	Matthew	NA	\$14.50			
10	Burley	Camden	NA	\$14.50			
11	Carter	Grace	NA	\$14.50			
12	Currid	Ciara	NA	\$14.50			
13	Daly	Matthew	NA		\$15.00		
14	DeLucia	Corey	NA			\$20.00	
15	Dosogne	Chloe	NA	\$14.50			
16	Fasolino	Anthony	NA	\$14.50			
17	Gassaway	William	NA	\$14.50			

**2026 SUMMER RECREATION STAFF**

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18	Girardi	Reese	NA	\$14.50			
19	Grayson	Ryan	NA	\$14.50			
20	Hall	Taylor	NA			\$20.00	
21	Introini	Sydney	NA		\$15.00		
22	Jados	Kristen	NA		\$15.00		
23	Kadus	Joseph	NA	\$14.50			
24	Kemp	Patrick	NA				\$20.00
25	Labarbera	Robert	NA	\$14.50			
26	Larney	Kelsy	NA	\$14.50			
27	Lindsay	Teresa	NA				\$20.00
28	Luciano	Christopher	NA	\$14.50			
29	Luciano	Douglas	NA			\$20.00	
30	McCoy	Michael	NA	\$14.50			
31	McLaughlin	Carly	NA	\$14.50			
32	McSweeney	Madelyn	NA	\$14.50			
33	Micallef	Cole	NA	\$14.50			
34	Micallef	Shane	NA	\$14.50		\$20.00	
35	Nagel	Logan	NA	\$14.50			

**2026 SUMMER RECREATION STAFF**

TOTAL NO. OF STAFF	LAST NAME	FIRST NAME	Summer 2026 FY 26-27 HOURLY RATE OF PAY 1st YEAR INSTRUCTOR \$13.50	Summer 2026 FY 26-27 HOURLY RATE OF PAY 2nd YEAR INSTRUCTOR \$14.50	Summer 2026 FY 26-27 HOURLY RATE OF PAY ASSISTANT DIRECTOR \$15.00	Summer 2026 FY 26-27 HOURLY RATE OF PAY PROGRAM DIRECTOR \$20.00	Summer 2026 FY 26-27 HOURLY RATE OF PAY HEALTH DIRECTOR \$20.00
36	Olszewski	Madison	NA	\$14.50			
37	Perez	Brendan	NA	\$14.50			
38	Perez	Sean	NA	\$14.50			
39	Polsky	Zachary	NA	\$14.50			
40	Roberson	Brett	NA	\$14.50			
41	Seid	Arielle	NA	\$14.50			
42	Smith	Reagan	NA	\$14.50			
43	Starr	Allison	NA	\$14.50			
44	Thomas	Kirk	NA	\$14.50	\$15.00		
45	Yioupis	Jack	NA	\$14.50			
46	Yioupis	Matthew	NA	\$14.50			
47	Yioupis	Ryan	NA	\$14.50			
<b>NEW HIRES</b>							
49	Barrett	Owen	\$13.50	NA			
50	Bess	Dylan	\$13.50	NA			
51	Carroll	Robert	\$13.50	NA			
52	Conklin	Olivia	\$13.50	NA			
53	Lindenau	Klaus	\$13.50	NA			

**2026 SUMMER RECREATION STAFF**

TOTAL NO. OF STAFF	LAST NAME	FIRST NAME	Summer 2026 FY 26-27 HOURLY RATE OF PAY 1st YEAR INSTRUCTOR \$13.50	Summer 2026 FY 26-27 HOURLY RATE OF PAY 2nd YEAR INSTRUCTOR \$14.50	Summer 2026 FY 26-27 HOURLY RATE OF PAY ASSISTANT DIRECTOR \$15.00	Summer 2026 FY 26-27 HOURLY RATE OF PAY PROGRAM DIRECTOR \$20.00	Summer 2026 FY 26-27 HOURLY RATE OF PAY HEALTH DIRECTOR \$20.00
54	Luciano	Timothy	\$13.50	NA			
55	Parsons	Jillian	\$13.50	NA			
56	Payne	Aiden	\$13.50	NA			
57	Scotto	Carmine	\$13.50	NA			
58	Stack	Kellen	\$13.50	NA			
59	Stack	Liam	\$13.50	NA			
60	Tosh	Leonard	\$13.50	NA			
61	Walsh	Abby	\$13.50	NA			
62	Watkins	Liam	\$13.50	NA			

**Employees missing paperwork (only received Orange County Employment Application)**


**Decided Not to Work 2025 Rec Program**


**\*Payroll Notes**  
 Inclement weather - Park Program Only - If employees work a minimum of 3 hours and the program is cancelled due to inclement weather, the employees are paid for the full day  
 Inclement weather - Programs other than the Park Program - Employees do not get paid if program is cancelled  
 Timesheets to be delivered to VH Friday mornings



May 6, 2026

Mayor Michael Newhard, Ms. Carly Foster and the Trustees for the Village of Warwick  
Village of Warwick Hall  
Post Office Box 3069  
Warwick, New York 10990

Re: Landscape Architectural Services for Veterans Memorial Park Pedestrian Space,  
Parking and Over 35 Area

Dear Mayor Newhard, Ms. Carly Foster and Village of Warwick Trustees:

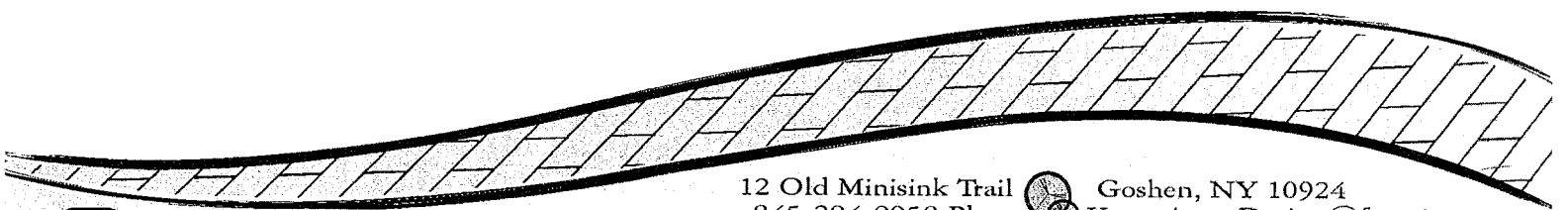
This letter shall serve as a proposal outlining the project scope, approach, and schedule for the design of Veterans Park pedestrian area located between the baseball fields with the restroom and other outbuilding, the parking lot as shown on the Landscape Master Plan, and the Over 35 area. Karen Arent Landscape Architect proposes to provide the following services:

## **I. SCOPE OF SERVICES**

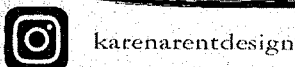
### BASIC SERVICES

The scope of this proposal includes the area as shown on the attached sketch, Veterans Memorial Park Pedestrian, Parking and Over 35 Area Sketch. Karen and/or Jackie, a Junior Landscape Architect, will visit the site to become familiar with this section of the park and when necessary to gather additional information and/or review ideas and concepts.

A base map for the park will be prepared from the Landscape Master Plan. The area will be developed in more detail and documents will be developed to a scale that is large enough to show necessary details.



12 Old Minisink Trail Goshen, NY 10924  
845-294-9958 Phone KarenArentDesign@frontier.com  
www.KarenArentDesigns.com



### PRELIMINARY MEETINGS AND INFORMATION GATHERING

Karen Arent will attend one meeting, on site, with Mayor Newhard and/or Carly Foster and other interested stakeholders to discuss ideas, concerns, observations, and program ideas.

Karen will also meet with the Village Engineer, Ms. Jane Samuelson, to review the parking area and park drive. The parking lot plan and grading will be revised in accordance with information gathered at this meeting.

### PRELIMINARY SITE & GENERAL GRADING PLAN

Ideas discussed during the site visit will be further developed and incorporated into a Preliminary Site Plan. The design will include shaded spaces including a picnic area near the concession stand, walkways linking activity zones with the parking area, and enhanced gateways to activity zones to create a sense of entry and cohesive yet distinct spaces. Opportunities for planting, expanded green spaces, and the integration of green infrastructure for storm water management will be explored and incorporated into the plan.

Conceptual grading will be shown to further refine the design and prepare the drawing for implementation. Proposed grading concepts will be discussed with the Village Engineer.

The Preliminary Site and General Grading Plan will be presented to the park liaison, Michael Newhard and others for discussion.

Following the meeting, the Preliminary Site and General Grading Plan will be revised and further refined based on the feedback received.

### CONCEPTUAL PLANTING AND LIGHTING PLAN

A Conceptual Planting and Lighting Plan will be prepared, identifying planting areas, tree locations, and overall landscape organization. Lighting concepts will be developed and integrated into the site design.

The Conceptual Planting and Lighting Plan will be integrated with the Preliminary Site and Grading Plan and rendered for presentation.

### STAKEHOLDER MEETING

The Preliminary Site & General Grading Plan and the rendered Site and Conceptual Planting and Lighting Plan will be presented to the community at a stakeholder meeting arranged by the Village of Warwick. The design will be reviewed, and community feedback will be gathered and incorporated into the drawings where feasible.

-Page 2 of 5-



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### SITE AND GENERAL GRADING PLAN

The Preliminary Site and General Grading Plan will be refined. Work items will be labeled with symbols that correspond to a Work Item Legend that lists brief specifications, materials, and colors (if applicable) for each work item. The plan area will be sent to several playground manufacturers for designs and cost estimates. Grading will be further refined, and green infrastructure concepts will be developed. Proposed grading will be shown with proposed contour lines and spot grades where necessary. Karen will work the Village Engineer to review drainage and green infrastructure concepts, and to locate drainage structures. The Site and General Grading Plan will be updated accordingly and provided to the Engineer for further review and use as the basemap for the Site Utility Plan.

### PLANTING AND LIGHTING PLAN

Planting areas will be further refined and detailed, with plants shown on the drawing using symbols. These symbols will correspond to a plant list that specifies botanical and common names of proposed plants, sizes and relevant comments. Areas to be seeded will be delineated. Seed mixtures, seeding rates, and mulching requirements will be specified and guidelines for seed establishment and maintenance will be listed in the drawing.

Lighting ideas will be refined. Once selected fixtures are approved by the park liaison, the plan will be sent to the lighting company for photometric analysis.

The Site Plan will be incorporated with the Planting and Lighting Plan and rendered for presentation.

Two rounds of changes each to the Site and Grading Plan and Planting and Lighting Plan are included in the scope, provided changes are more of a refinement to the plan rather than a complete redo.

### STAKEHOLDER MEETING

The Site and General Grading and the Planting and Lighting Plans will be presented at a Stakeholder Meeting, arranged by the Village of Warwick.

### ADDITIONAL SERVICES

Karen Arent, Landscape Architect, will perform and invoice for additional services as requested. Additional Services are not specifically mentioned in the Basic Services.

When requested, these services include, but are not limited to, the following:

- Changes in addition to two rounds of changes each for the site and grading and landscape and lighting plans as described above.
- Detailed drawings of work items
- Selection of site furnishings
- Additional renderings

-Page 3 of 5-



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- Three dimensional illustrations of proposed amenities
- Meetings in addition to those outlined above
- Detailed drawings in addition to those listed above
- Surveying, engineering, or architectural services
- Photometric analysis of proposed lighting

### III. TERMS OF AGREEMENT

#### BASIC SERVICES

Karen Arent, Landscape Architect, shall execute services as described in Basic Services on an hourly basis of \$115 per hour for Karen, a registered and licensed landscape architect, and \$85 per hour for a junior landscape architect and office assistant. Fees described in Basic Services will not exceed nine thousand five hundred dollars (\$9,500).

Invoices will be prepared monthly and will include dates, work items and hours worked on the items. If payment is not received within 30 days from receipt of invoice, the account will bear interest at the rate of 1.50% per month on the unpaid balance.

#### ADDITIONAL SERVICES

Additional services shall be performed when requested and will be billed for on an hourly basis of \$115 per hour for the Landscape Architect and \$85 per hour for a junior landscape architect and clerical staff/field assistants.

Invoices will be prepared monthly and payment is due within thirty days from receipt of invoice. If payment is not received within 30 days from approval of the invoice, the account will bear interest at the rate of 1.50% per month on the unpaid balance.

#### REIMBURSABLE EXPENSES

Karen Arent, Landscape Architect, will invoice for reimbursable expenses (as requested) incurred as a result of this project. Reimbursable expenses include but are not limited to reproduction, postage and handling of documents, authorized travel, etc. Reimbursable services will be billed without a markup.

### IV. OWNERSHIP OF DOCUMENTS

Landscape Architect retains all rights, including the copyright in its documents. The Village of Warwick will have ownership of the Preliminary Conceptual Park Master Plan and the Conceptual Park Master Plan, once issued by Karen Arent Landscape Architect, provided services as described above are paid in full. Landscape Architect reserves the right to include representations of the Project in its promotional and professional materials.

-Page 4 of 5-



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## V. SCHEDULE

If this proposal is accepted in early January, the schedule will be as follows:

- Walk through with Mayor, Carly and/or stakeholders to be scheduled for early to mid-June.
- Meeting with Engineer to review grading and layout of parking area as per landscape master plan to be scheduled for early to mid-June.
- Work on Preliminary Site and Grading Plan to begin in July.
- Meet with park liaisons and stakeholders in August/ September.
- Revise and refine Preliminary Site and General Grading Plan in accordance with feedback gathered at the meeting. Prepare the Planting and Lighting Plan. Mid-September through October.
- Prepare presentation drawing of the Site, Planting and Lighting Plan and present to the Village at a Stakeholder meeting. Early November.

## VI. EXPIRATION OF PROPOSAL

If this proposal is not accepted within 60 days, the offer to perform the services described is withdrawn and shall be null and void.

## AGREEMENT

If you agree to this agreement, please sign both copies and forward one to me for my records. I look forward to working with you to refine the Landscape Master Plan and develop beautiful, vibrant outdoor gathering and recreation spaces that flow seamlessly from one area to the next, and a landscape that matures with wondrous beauty.

Kind regards,



Karen Arent, RLA, NY Certificate # 001237

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: Veterans Memorial Park Pedestrian, Parking and Over 35 Area Sketch

-Page 5 of 5-



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Warwick Applefest \* P.O. Box 22 \* Warwick, New York 10990

Dear Mayor Newhard,

On behalf of the Warwick Valley Chamber of Commerce the Applefest Committee requests approval to hold the 36th annual **Warwick Applefest** on Sunday, October 4, 2026.

Upon approval from your office arrangements will be made with the Police Department, Ambulance Corps, Fire Department, Department of Public Works, etc. for proper coverage of the event as they have done in the past.

We have attached a certificate of insurance for Applefest and will provide an updated version once the Chamber renews its insurance policy in June 2026.

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 2026 Coordinator

Cell: [REDACTED]



Warwick Applefest \* P.O. Box 22 \* Warwick, New York 10990

**Proposed Schedule of Events for Sunday, October 4<sup>th</sup> – 9 AM to 5 PM**

- We wish to hold the festival in the area between Lewis Park and 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.

**Village of Warwick, NY - Facility Use Request Additional Notes**

Before and after “walk-through” of the Stanley-Deming Park, Memorial Park, and Railroad Green will be made with the Village Supervisor of Public Works and one or more Applefest Committee members.

**Road Closures**

For Applefest we will be closing the following roads

- South St. to Lawrence
- Railroad Ave.
- 2nd Street
- 3rd Street
- High Street
- Bank Street
- Clinton Ave.
- Park Ave
- Park Lane
- Park Way

Please note that we are blocking all entrances except ones that are manned.

**Roads Blocked off**

- South & Main
- Railroad & Oakland
- Second Street & Oakland
- Third Street & Oakland

**Streets to be manned**

- First Street & Oakland
- Parkway & Park Lane
- South Street & Clinton

**Festival Map**

Below you will find the tentative festival map. Please note that if there are any changes these will be shared for review / approval.



**Banners Request**

Included in our email you will find the banner request for First Street, West Street, and the Utility Poles. Below you will find example for each banner. Please note that the verbiage will be updated with this year's date and sponsors.

<p style="text-align: center;"><b>First and West Street Banner Example</b></p> <p style="text-align: center;"> <b>APPLEFEST</b>  <b>OCT. 2, 2016</b>          PLATINUM SPONSOR  <b>TRANS TECH BUS</b> </p>	<p style="text-align: center;"><b>Utility Banner Example</b></p> <p style="text-align: center;"> <b>WARWICK NEW YORK</b>  <b>Applefest</b>          Myles Wealth Management     </p>
--	--

## Portable Bathroom Units

<b>Location in Applefest festival area</b>	<b>No. of units</b>
<b>South St. parking lot</b> (Lot across from Caboose) <ul style="list-style-type: none"> <li>Place along railroad tracks / with 3 wash units</li> </ul>	15 regular 2 handicapped
<b>Stanley-Deming Park</b> (On South St. near Parkway) <ul style="list-style-type: none"> <li>Across the street from the handball Court w/ 3 wash units</li> </ul>	14 regular 2 handicapped
<b>Stanley-Deming Park</b> (Carnival side of park) <ul style="list-style-type: none"> <li>2 - Carnival ticket booth on grass</li> <li>1 - Handball court for ambulance tent with 1 wash unit.</li> </ul>	3 regular
<b>Chase Bank ATM parking lot</b> (lot next to Caboose) <ul style="list-style-type: none"> <li>Place at rear of lot, across back end (starting from the railroad tracks in) with 2 wash units.</li> </ul>	6 regular 2 handicapped
<b>Veterans Memorial Park</b> (Lot on Forester Ave.) <ul style="list-style-type: none"> <li>3 Units near shuttle bus stop near park entrance - to the left as you come into the park, where the concrete extends towards the water.</li> <li>2 Units should be inside the park, near the skateboard park (1 regular &amp; 1 handicapped)</li> </ul>	4 regular 1 handicapped
<b>Kuiken Brothers</b> <ul style="list-style-type: none"> <li>Place in rear of small parking lot behind the flag pole behind the building with 1 wash station.</li> </ul>	1 regular 0 handicapped
<b>Middle School parking lot</b> <ul style="list-style-type: none"> <li>Place on grass between HS and MS</li> </ul>	2 regular 1 handicapped

### Ambulance Tent

This year we would once again request your approval to set up the ambulance tent located on the handball court the day (Saturday, October 3rd) before Applefest.

### **Stanley-Deming Park items**

- Confirm that the electricity at Stanley-Deming Park on both sides of the brook is working properly.
- Take down the volleyball net at Stanley-Deming Park – it may be already?
- Lock bathrooms in Stanley-Deming Park.
- Trim the overgrown Willow Trees
- Clean up entrance off bridge into the basketball field

### **South St. parking lot**

- Is it possible to leaf blow the South Street Parking Lot?

### **Chase parking lot**

- Trim / Remove poison ivy along the edges.

### **Check electric outlets at these locations**

- Check that the electric outlets are working for food vendors on Village Green.
- Check electrical outlets in South Street parking lot
- Check electrical outlets along South Street across from Chamber Caboose & Chase parking lot
- Check electrical outlets at Stanley-Deming Park on both sides of brook
- Check electric outlets for food vendors on Village Green
- Open all electric boxes (if not is it possible to leave a key at the Chamber)

### **Road cones & traffic barricade locations**

- Request that road cones and traffic barricades be left outside garage at Memorial Park (30-40 cones and 12 barricades, or as many as available)

### **Trash barrel locations/garbage bins; cans prep**

- Make sure garbage bins on Main Street are empty before Sunday morning
- Can we put some barrels that can be used for trash near Memorial Park and Park Ave. School?

### **Stage platforms**

- Stage platforms stored on DPW property need to be dropped off on Friday afternoon
  - 4 – Village Green Stage
  - 2 – Church Stage (between Christ Episcopal Church and Warwick Assembly of God)
  - 3 – Chase Lot

### **Stanton drop-off locations**

- DPW to drop stanchions at the following locations:
  - 6 - In front of Park Ave. School all along those parking spaces
  - spread between the telephone poles from end to end.

- 
- 4 - At the top of the hill from Stanley-Deming Park, in between the parking lot and the park - right at the elbow of Burt St. and Park Lane
  - 8 - Down the tree line of Park Lane (scattered in between trees from top of road by curve down to near stop sign). If you can stake this area off with rope like you did last year it would be greatly appreciated.
-

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 PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE ON VILLAGE-OWNED PROPERTY

Date Request Submitted: March 27, 2026

Title of Event: Warwick Applefest

Purpose of Event: Festival that will include both craft, food, and non-profit vendors. As well as entertainment.

#### **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: Please see cover letter for the list of all roads.

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

Date(s) Requested: October 4, 2026      Rain Date(s) Requested: October 4, 2026

Arrival Time: 6 AM      Departure Time: 7 PM

Event Start Time: 9 AM      Event End Time: 5 PM

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

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

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Stefanie Keegan, Chamber of Commerce Executive Director

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

Mailing Address of Responsible Party: 75 Main Street, Warwick, NY 10990

Residential Address of Responsible Party: [REDACTED]

Email Address: \_\_\_\_\_ Cell Phone: [REDACTED]

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

Name of Organization (if Applicable): Warwick Applefest on the behalf of the Chamber of Commerce

Organization's Phone: [REDACTED] Email Address: [REDACTED]  
(Crissy - Applefest Coordinator)

Name of Organization's Director(s)/Officer(s): Cristina Hohmann - Applefest Coordinator /  
Stefanie Keegan - Chamber of Commerce Executive Director

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

Physical Address of Organization: 75 Main Street, Warwick, NY 10990

**SECTION 4: EVENT INFORMATION**

Maximum Number of People Intended at the Event: Approx. 25K - Mix of children and Adults

# of Adults: \_\_\_\_\_ # of Under 18 Yrs. Old: \_\_\_\_\_

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

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

We will have desingated parking at memorial park and middle school

WILL YOUR EVENT INCLUDE:	CHECK YES OR NO
<b>Greater than 200 people at any given time</b> <i>If no, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS OF LESS THAN 200 PEOPLE.</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain: We will have entertainment stages throughout the festival</i> <i>Location of Music/Loud Speakers/ Sounds System: RR Green, South Street, SD-Park, and Chase Lot</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<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>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<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: Entertainment Tents, Ambulance Tent - October 4th between 12 PM and 5 PM</i> <i>Date &amp; time tent will be removed: Vendor Tents - October 5th between 6 AM - 8 AM</i> <i>All will be removed on October 5th between 5 PM - 7 PM</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain:</i> We may have a handful of food trucks. We will work with the local police department on all necessary rules and regulations.	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Admission Fee to Be Charged</b> <i>If yes, please list the admission fee:</i> _____	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>
<b>Alcohol</b> <i>Host Liquor Liability Insurance is required.</i>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>
<b>Food will be served or sold</b> <i>If yes, explain the method of food distribution and disposal of trash:</i> <u>Food can be purchased by one of the food vendors. All vendors will be certified by the board of health.</u> <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>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>
<b>Animals:</b> (Example, horses, pony rides, petting zoo, etc.) <i>If yes, explain:</i> _____	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>
<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> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Other</b> <i>Please explain:</i> _____	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

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

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



**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:

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

*Stefanie Keegan Craver*  
\_\_\_\_\_  
Signature of Applicant/Responsible Party

3/16/26  
\_\_\_\_\_  
Date



## VILLAGE OF WARWICK

INCORPORATED 1867

### Warwick Fire Department Carnival – 2026 Checklist

The following items must be received by the Village Clerk ***at least 90 days prior to the desired Board meeting*** for which they will go before the Village Board for consideration:

#### ALL REQUESTS & INSURANCE MUST REFLECT ALL DATES OF THE EVENT

#### 1. Forms the Warwick Fire Department needs to provide to the Village of Warwick

- Cover letter as specified on the 'Facility Use Request Instructions for Gatherings Greater Than 200 People', the details all the events taking place such as carnival, fireworks, etc., including:
  - A statement specifying whether food or beverage is intended to be prepared, served or distributed. If food or beverages are intended to be prepared, sold or distributed, a statement specifying the method of preparation and distribution of such food or beverage such as food trucks or open grills and the method of disposing of garbage, trash, rubbish or any other refuse arising therefrom. If food or beverage is to be prepared, sold and distributed, a plan or drawing to scale must be attached to the application showing the buildings or other structures from which the food or beverages shall be prepared, sold or distributed.

*\*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.*
  - A statement specifying that the Warwick Police Department, Warwick Fire Department, and Warwick EMS have been notified of the event, including any recommendations from the aforesaid Departments.
  - A statement specifying whether any outdoor lights or signs are to be utilized, and, if so, a map showing the number, location, size, type of such lights and signs.
  - A statement specifying whether any camping or housing facilities are to be available, and, if so, a plan drawn to scale showing the intended number and location of the same.

- A statement specifying the contemplated duration of assembly and use.
- A detailed map showing the location of the event including any structures to be erected for the purpose of the assembly.
- A plan drawn to scale showing the layout of any parking area for motor vehicles, including disability parking spots and the means of egress from and ingress to such parking area.
- Completed Village of Warwick 'Facility Use Permit Application for Gatherings Greater Than 200 People on Village-Owned Property'
- 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@villageofwarwick.org](mailto:dpwsupervisor@villageofwarwick.org). *\*New 2025\**
- \$500 security deposit – \*WFD is exempt
- Certificate of Insurance from the Warwick Fire Department to the Village of Warwick including the primary and non-contributory basis form (*form ACORD 25*)
  - \*COI must include required limits as specified in the 'Facility Use Permit Application for Gatherings Greater Than 200 People on Village-Owned Property'
  - \*COI must include **Host Liquor Liability Coverage** if applicable.
  - \*Liability coverage must include mechanical rides / bounce houses/ inflatable slides
- Warwick Fire District Policy Endorsement, Addition of Primary and Noncontributory
- Warwick Fire District Policy Endorsement, Deletion of Exclusion

## 2. Forms required from July 4 Ever Fireworks

- Indemnity & Hold Harmless between July 4 Ever Fireworks and Village of Warwick.
- Signed contract between July 4 Ever Fireworks and Warwick Fire Department.
- Proof of Worker's Compensation from July 4 Ever Fireworks to The Village of Warwick
- Proof of Worker's Compensation from July 4 Ever Fireworks to The Warwick Fire Dept / District
- Certificate of Insurance from July 4 Ever Fireworks to the Village of Warwick including the primary and non-contributory basis form (*form ACORD 25*)
- Certificate of Insurance from July 4 Ever Fireworks to the Warwick Fire Dept / District including the primary and non-contributory basis form (*form ACORD 25*)

- Proof of Disability (DB-120.1 (10-17)) from July 4 Ever Fireworks to The Village of Warwick
- Proof of Disability (DB-120.1 (10-17)) from July 4 Ever Fireworks to Warwick Fire Dept / District
- Commercial General Liability (ECG 20 592 05 09) - Name of Additional Insured Person(s) or Organization(s) – Village of Warwick and Warwick Fire District / Department

### 3. Forms required from Gillette Shows

- Signed Agreement between Gillette Shows, LLC and Warwick Fire Department to furnish a combination of rides and concessions known as Gillette Shows
- Signed Indemnity and Hold Harmless Agreement between Gillette, The Warwick Fire Dept / District, and Village of Warwick
- Certificate of Insurance from Gillette Shows Inc. to the Warwick Fire District and Warwick Fire Department including the primary and non-contributory basis form (*form ACORD 25*)
- Non-Contributory Endorsement for Additional Insureds from Gillette Shows, Inc. to the Warwick Fire District and Warwick Fire Department (LD-20287)
- Certificate of Insurance from Gillette Shows Inc. to the Village of Warwick including the primary and non-contributory basis form (*form ACORD 25*)
- Non-Contributory Endorsement for Additional Insureds from Gillette Shows, Inc. to the Village of Warwick, trustees, employees, and agents (LD-20287)
- Commercial General Liability (CG 20 26 07 04) - Name of Additional Insured Person(s) or Organization(s) – Warwick Fire District and Warwick Fire Department
- Commercial General Liability (CG 20 26 07 04) - Name of Additional Insured Person(s) or Organization(s) – The Village of Warwick, its trustees, employees, and agents
- Proof of Worker's Compensation (C-105.2 (9-07)) from Gillette Shows, Inc to The Village of Warwick, its trustees, employees, and agents
- Proof of Worker's Compensation (C-105.2 (9-07)) from Gillette Shows, Inc to Warwick Fire Dept / District, its trustees, employees, and agents
- Proof of Disability (DB-120.1 (10-17)) from Gillette Shows to The Village of Warwick
- Proof of Disability (DB-120.1 (10-17)) from Gillette Shows to Warwick Fire Dept / District

# WARWICK FIRE DEPARTMENT

CHIEF – KELLY BROCK  
KBROCK@WARWICKFIRE.ORG

1<sup>ST</sup> ASST. CHIEF – KEVIN HUGHES  
KHUGHES@WARWICKFIRE.ORG

2<sup>ND</sup> ASST. CHIEF – MARC ROE  
MROE@WARWICKFIRE.ORG

SAFETY OFFICER – CHRIS DIMARCO  
Biggums151@yahoo.com



PRESIDENT – MELISSA STEVENS  
MSTEVENS@WARWICKFIRE.ORG

VICE PRESIDENT- CHRIS GARDNER  
CGARDNER@WARWICKFIRE.ORG

SECRETARY – DEB SCHWEIKART  
DSCHWEIKART@WARWICKFIRE.ORG

TREASURER – LISA RYAN  
LRYAN@WARWICKFIRE.ORG

March 25, 2026

Board of Trustees Village of Warwick  
PO Box 369  
Warwick, NY 10990

Re: 2026 Warwick Fire Department Carnival

Dear Members of the Village Board:

Please be advised that the Warwick Fire Department plans to hold its annual carnival this year in Veterans Memorial Park. The Carnival will run from Wednesday June 24<sup>th</sup> to Saturday June 27<sup>th</sup>, 2026. Set up for the event will begin on Sunday June 21<sup>st</sup>, and breakdown and clean-up will be completed by June 29<sup>th</sup>. The Carnival will be open from 6:00 PM to 10:00 PM Wednesday through Friday and 6:00 PM to 11:00 PM on Saturday. Fireworks are scheduled for Saturday, June 27<sup>th</sup>, with a rain date of Sunday, June 28<sup>th</sup>. An application for the use of the park has been submitted, with the map marked indicating the use of the whole park, that will be used for set up and operation of the carnival. A letter from the Village of Warwick DPW Supervisor has also been submitted.

Per the Village of Warwick Facility Use Request Information: The Carnival will provide food and rides at a cost to the attendees. A detailed map is attached to the facility request. The Warwick Fire Department will provide garbage disposal containers and porta pottys. The Warwick Police Department, Warwick Fire Department and Warwick Ambulance have been notified of the Carnival. The Warwick Fire Department will provide lights as needed.

The required insurance certificates and paperwork are attached.

Please feel free to contact me with any questions at (845) 494-3810 or by email [Secretary@warwickfire.org](mailto:Secretary@warwickfire.org)

Deborah Schweikart

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:** March 16, 2026

**To:** Warwick Fire Department  
**Re:** 2026 Carnival

Event details and traffic/parking plans for Warwick Fire Dept. 2026 Carnival scheduled for Sunday, June 21 Thru Monday June 29, 2026, at Memorial Park are acceptable and approved. These dates include arrival and setup.

Mike Moser  
DPW Supervisor  
Village of Warwick  
[dpwsupervisor@villageofwawick.org](mailto:dpwsupervisor@villageofwawick.org)

 Outlook

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**Fw: WFD Annual Carnival**

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**From** Deb Schweikart <DSchweikart@WarwickFire.org>

**Date** Mon 3/16/2026 3:17 PM

**To** Melissa Stevens <MStevens@WarwickFire.org>; ~~tomcos28@gmail.com~~ <tomcos28@gmail.com>

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

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**From:** John Rader <jrader@townofwarwickpd.org>

**Sent:** Monday, March 16, 2026 3:00:17 PM

**To:** Raina Abramson <clerk@villageofwarwick.org>; Deb Schweikart <DSchweikart@WarwickFire.org>

**Subject:** WFD Annual Carnival

Good afternoon Raina

Please accept this email as the police department's support of the annual Warwick Fire Department carnival. We will provide officers each night and assist with traffic after the fireworks.

If you require anything further, please let me know.

Chief John Rader

Town of Warwick Police Department

132 Kings Highway

Warwick, New York 10990

(845) 986-5000- office

(845) 986-5985- fax

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 PERMIT APPLICATION  
FOR GATHERINGS GREATER THAN 200 PEOPLE  
ON VILLAGE-OWNED PROPERTY**

Date Request Submitted: 5-1-2026

Title of Event: Warwick Fire Department Carnival

Purpose of Event: Fire Department 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     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: June 21st through June 29th Rain Date(s) Requested: \_\_\_\_\_

Arrival Time: 0900      Departure Time: 5 PM

Event Start Time: 5 PM      Event End Time: 11 PM

**SECTION 3: APPLICANT INFORMATION**

Check one:  Non-Profit Organization     Commercial/Business Organization     Family  
*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Deborah Schweikart, Warwick Fire Department  
*\*Person of responsibility representing the organization must be a Town of Warwick resident.*

PO Box 31  
Warwick, NY 10990

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

Residential Address of Responsible Party: 72 Southern Lane, Warwick, NY 10990

Email Address: secretary@warwickfire.org Cell Phone: 845-494-3810

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

Name of Organization (if Applicable): Warwick Fire Department

Organization's Phone: 845-986-fire Email Address: secretary@warwickfire.org

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

Mailing Address of Organization: PO Box 31  
Warwick, NY 10990

Physical Address of Organization: 25 Church St Ext, Warwick, NY 10990

**SECTION 4: EVENT INFORMATION**

Maximum Number of People Intended at the Event: over 200

# of Adults: \_\_\_\_\_ # of Under 18 Yrs. Old: \_\_\_\_\_

Expected Number of Vehicles Intended at the Event: over 100

Please explain the parking plan for the event: Warwick Fire Department Fire Police will park cars as they enter Memorial Park

**WILL YOUR EVENT INCLUDE:**

**CHECK YES OR NO**

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

<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain:</i> _____	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Admission Fee to Be Charged</b> <i>If yes, please list the admission fee:</i> _____	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Alcohol</b> <i>Host Liquor Liability Insurance is required.</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Food will be served or sold</b> <i>If yes, explain the method of food distribution and disposal of trash:</i> Food will be sold by vendors of carnival - disposal bins will be provided _____ <small>*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.</small>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Animals:</b> (Example, horses, pony rides, petting zoo, etc.) <i>If yes, explain:</i> _____	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Portable Toilets</b> <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Other</b> <i>Please explain:</i> _____	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**SPECIAL REQUESTS:**

**CHECK YES OR NO**

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



**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:

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

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

5-1-2026  
\_\_\_\_\_  
Date



# VETERANS MEMORIAL PARK

Village of Warwick 2024



50 South Street  
Warwick NY 10990  
t 845-986-3440 · f 845-986-8158  
www.ChristChurch.org  
Member of the Episcopal Diocese of NY

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April 30, 2026

Village of Warwick  
77 Main Street  
P. O. Box 369  
Warwick, NY 10990

Attention: Board of Trustees

I am writing to request a permit for the use of Veterans Memorial Park Pavilion on Sunday, September 13, 2026, for Christ Church's annual family picnic. We are expecting a group of 120 (adults and children). Our event will run from 8:30 a.m. to 2:00 p.m. – which includes set up and clean up.

Thank you for your consideration.

Sincerely,

Jean Storckman  
Ministry Assistant

845-986-3440

office@christchurch.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: 4/30/26

Title of Event: Christ Church Annual Picnic

Purpose of Event: Fellowship

#### 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: September 13, 2026 Rain Date Requested: \_\_\_\_\_

Arrival Time: 8:30 am      Departure Time: 2:00 pm

Event Start Time: 10:00 am      Event End Time: 2:00 pm

#### SECTION 3: APPLICANT INFORMATION

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

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Rev. Larisa Shaterian, Curate

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

Mailing Address of Responsible Party: 5 Second St., Warwick, NY 10990

Email Address: office@christchurch.org Cell Phone: 561-503-8982

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

Name of Organization (if Applicable): Christ Church

Name of Organization's Director(s)/Officer(s): Rev. Amber Carswell, Rector

Organization's Phone: 845-786-3446 Email Address: office@christchurch.org

Mailing Address of Organization: 50 South St., Warwick, NY 10990

Physical Address of Organization: 50 South St., Warwick, NY 10990

**SECTION 4: EVENT INFORMATION**

Maximum Number of People Intended at the Event: 120

*\* 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**

<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>	Yes ___ No <u>X</u>
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain: _____</i> <i>Location of Music/Loud Speakers/ Sounds System: _____</i>	Yes ___ No <u>X</u>
<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>	Yes ___ No <u>X</u>
<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>	Yes ___ No <u>X</u>

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

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

<b>Road Closure</b> <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"/>
<b>Use of Village-owned tables and chairs</b> <i>Veterans Memorial Park Pavilion Only. No. of Tables _____ No. of Chairs _____</i>	Yes _____ No <input checked="" type="checkbox"/>
<b>Use of Electricity</b>	Yes _____ No <input checked="" type="checkbox"/>
<b>Memorial Park Field Lights - The Daniel Prial Field/Football Field</b> <i>Additional fee required for use of field lights.</i>	Yes _____ No <input checked="" type="checkbox"/>

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

The Daniel Prial Field / Football Field (circle one) - \$10 per day or \$300 per season

\$200 Security Deposit - (*Must be a Separate Payment*)

**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 Christ Church (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

Christ Church (Name Organization).

Rev. Larisa Shaterian, Curate

Printed Name of Applicant/Responsible Party

[Signature]

Signature of Applicant/Responsible Party

April 28, 2026

Date

**Office Use Only:**

Security Deposit Check # 9909

Fees Received na

DPW Pre-Approval na

Certificate of Insurance

Park Map(s)

Facility Use Calendar

Host Liquor Liability na

Police Dept. Approval na

Parade Calendar na

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**

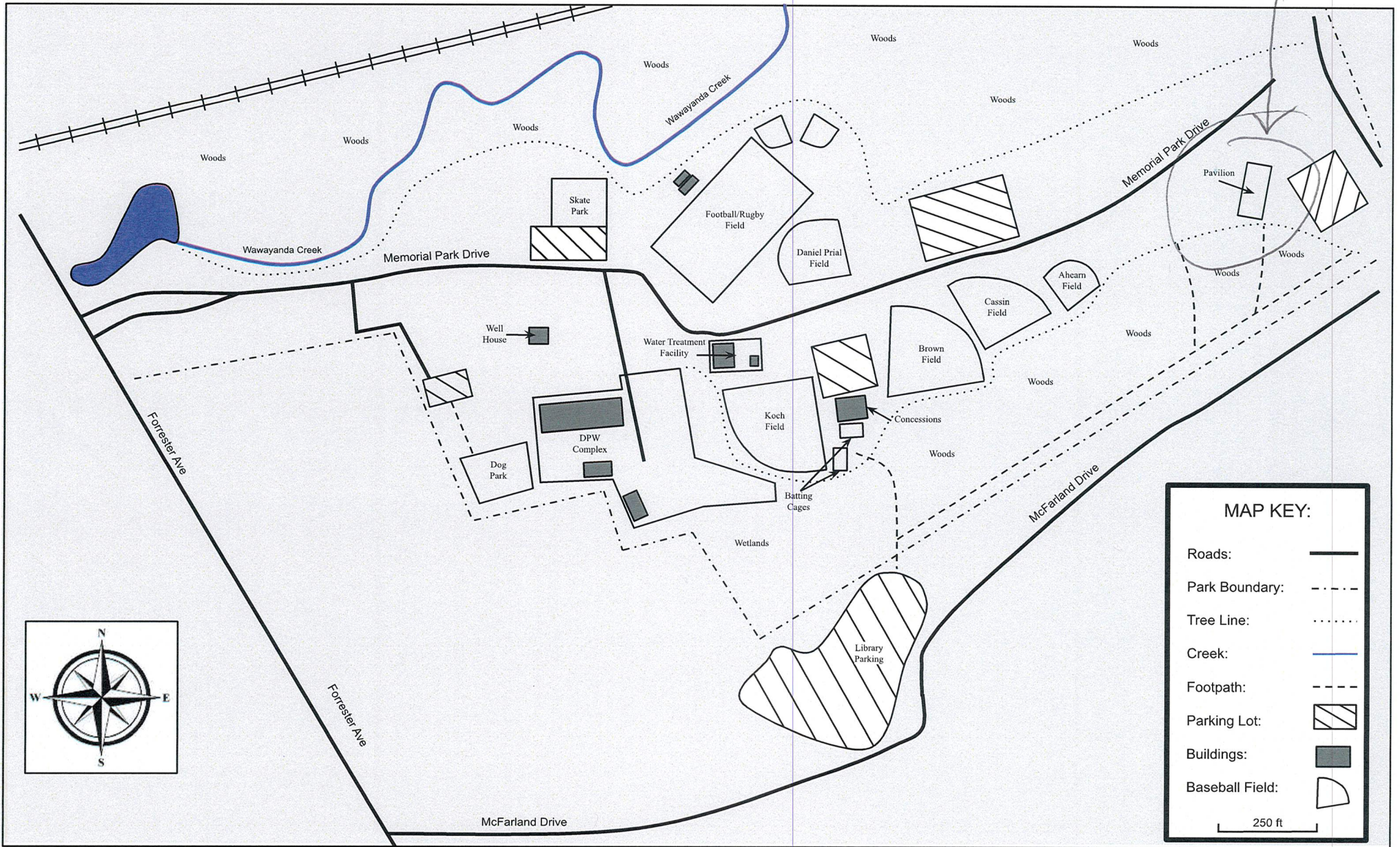
**FACILITY USER** does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising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

Rev. Larisa Shaterian, Curate  
Printed Name of Applicant/Responsible Party

  
Signature of Applicant/Responsible Party

Date April 28, 2026



# VETERANS MEMORIAL PARK

Village of Warwick 2024



50 South Street  
Warwick NY 10990

T 845-986-3440 • F 845-986-8158

[www.ChristChurch.org](http://www.ChristChurch.org)

Member of the Episcopal Diocese of NY

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May 12, 2026

Village of Warwick  
77 Main Street  
P. O. Box 369  
Warwick, NY 10990

Attention: Board of Trustees

---

I am writing to request a permit for the use of the baseball field at Stanley Deming Park on Thursday, June 11, 2026. Christ Church families will have an opportunity to play kickball as part of a night of fun and fellowship. We are expecting a combined group of not more than 50 children and adults. Our event will run from 5:00 p.m. to 8:00 p.m.

I have confirmed Jennifer Mante that the field is available.

Thank you for your consideration.

Sincerely,

Jean Storckman  
Ministry Assistant

[Redacted 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

**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: 4/30/26

Title of Event: Christ Church Kickball

Purpose of Event: Fellowship

**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: 6/11/26      Rain Date Requested: \_\_\_\_\_

Arrival Time: 5 pm      Departure Time: 8 pm

Event Start Time: 5 pm      Event End Time: 8 pm

**SECTION 3: APPLICANT INFORMATION**

Check one:  Non-Profit Organization     Commercial/Business Organization     Family  
*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Larisa Shaterian, Curate  
*\*Person of responsibility representing the organization must be a Town of Warwick resident.*

Mailing Address of Responsible Party: [REDACTED]

Email Address: [REDACTED] Cell Phone: [REDACTED]

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

Name of Organization (if Applicable): Christ Church

Name of Organization's Director(s)/Officer(s): The Rev. Amber Carswell

Organization's Phone: [REDACTED] Email Address: [REDACTED]

Mailing Address of Organization: [REDACTED]

Physical Address of Organization: Same

**SECTION 4: EVENT INFORMATION**

Maximum Number of People Intended at the Event: 50 combined

*\* 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 <u>X</u></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 <u>X</u></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 <u>X</u></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 <u>X</u></p>

<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain:</i> _____	<b>Yes</b> ____ <b>No</b> <input checked="" type="checkbox"/>
<b>Admission Fee to Be Charged</b> <i>If yes, please list the admission fee:</i> _____	<b>Yes</b> ____ <b>No</b> <input checked="" type="checkbox"/>
<b>Alcohol</b> <i>Host Liquor Liability Insurance is required.</i>	<b>Yes</b> ____ <b>No</b> <input checked="" type="checkbox"/>
<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> <input checked="" type="checkbox"/>
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	<b>Yes</b> ____ <b>No</b> <input checked="" type="checkbox"/>
<b>Animals:</b> (Example, horses, pony rides, petting zoo, etc.) <i>If yes, explain:</i> _____	<b>Yes</b> ____ <b>No</b> <input checked="" type="checkbox"/>
<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> <input checked="" type="checkbox"/>
<b>Other</b> <i>Please explain:</i> _____	<b>Yes</b> ____ <b>No</b> <input checked="" type="checkbox"/>

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

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

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

The Daniel Prial Field / Football Field (circle one) - \$10 per day or \$300 per season

\$200 Security Deposit - *(Must be a Separate Payment)*

**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 Christ Church (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

Christ Church (Name Organization).

Rev. Larisa Shaterian, Curate

Printed Name of Applicant/Responsible Party

[Signature]

Signature of Applicant/Responsible Party

April 28, 2020

Date

**Office Use Only:**

Security Deposit Check # 9910

Fees Received na

DPW Pre-Approval na

Certificate of Insurance

Park Map(s) \_\_\_

Facility Use Calendar

Host Liquor Liability na

Police Dept. Approval na

Parade Calendar na

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**

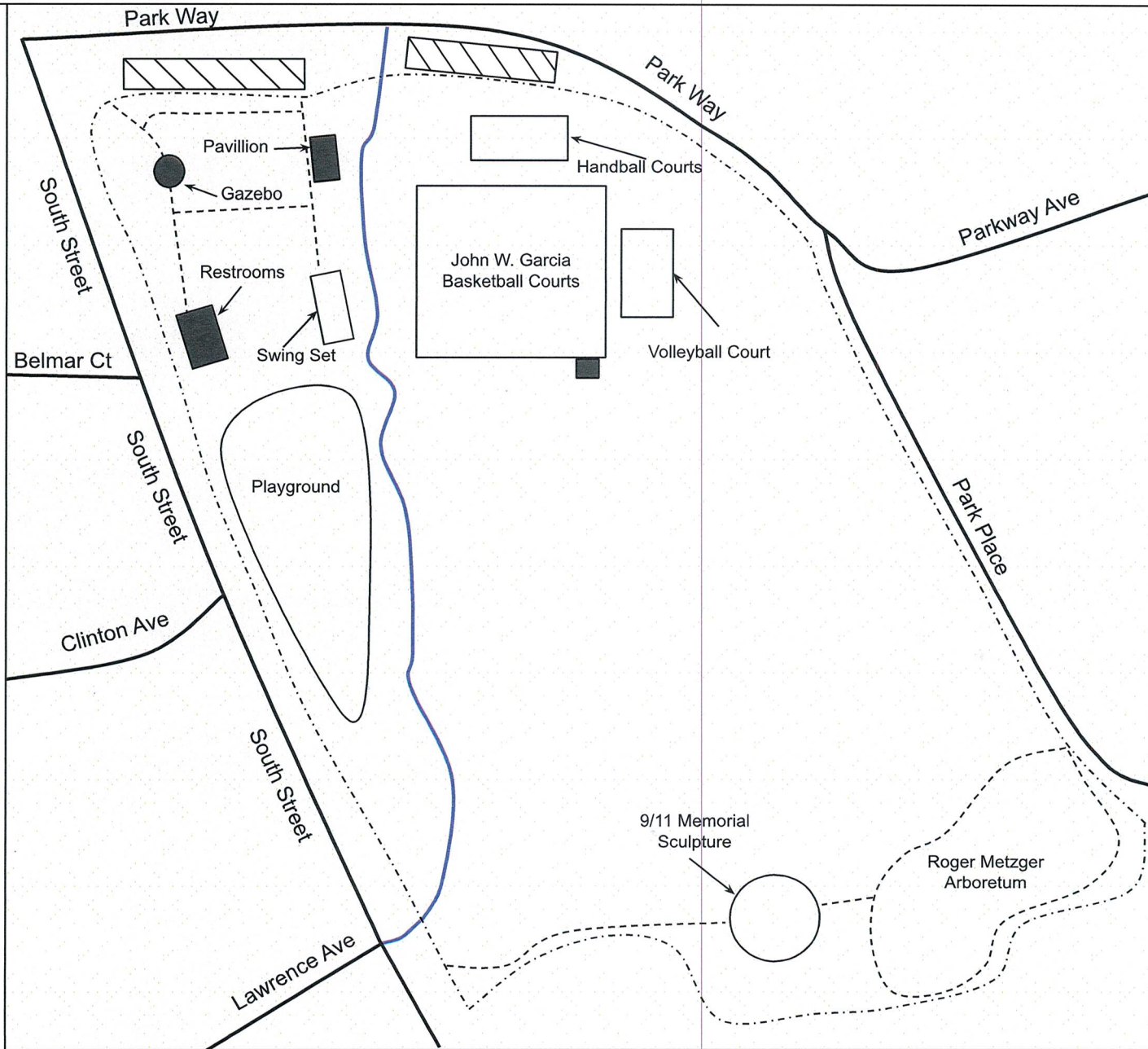
**FACILITY USER** does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising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

Rev. Larisa Shaterian Curate  
Printed Name of Applicant/Responsible Party

  
Signature of Applicant/Responsible Party

Date April 28, 2026



### MAP KEY

Road:	
Footpath:	
Park Boundary:	
Creek:	
Parking:	
Structure:	

100 ft



**The Historical Society of the Town of Warwick**  
80 Main Street, P.O. Box 353, Warwick NY 10990  
[admin@whsny.org](mailto:admin@whsny.org) / [warwickhistory.org](http://warwickhistory.org)

Dear Church Street Resident,

We would like to inform you that the Warwick Historical Society will be hosting its annual 4th Grade Tours on the following dates:

**Tuesday, June 2**

**Wednesday, June 3**

**Thursday, June 4**

*Rain Date: Friday, June 5*

**Time: 9:00 AM – 1:00 PM**

During these hours, the Village will be temporarily blocking off Church Street to through-traffic, as it serves as the main walking route between our historic sites for students and educators.

We want to be mindful of our Church Street residents and minimize any inconvenience. This temporary closure is simply to ensure the safety of the students and to prevent unnecessary through-traffic during tour hours. If you are leaving or arriving at your home during those hours, we appreciate you taking extra care.

We greatly appreciate your cooperation and support in helping us keep Warwick's students safe while they experience our shared local history.

If you have any questions, please feel free to contact us:

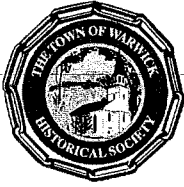
Email: [admin@whsny.org](mailto:admin@whsny.org)

Phone: 845-986-3236

Thank you again for your understanding.

Sincerely,

**The Warwick Historical Society**



**The Historical Society of the Town of Warwick**  
80 Main Street, P.O. Box 353, Warwick NY 10990  
[admin@whsny.org](mailto:admin@whsny.org) / [warwickhistory.org](http://warwickhistory.org)

May, 5th 2026

Village of Warwick  
Attn: Village Board  
77 Main Street  
Warwick, NY 10990

Dear Members of the Village Board,

On behalf of the Warwick Historical Society, I am writing to respectfully request permission to reserve two parking spaces from 9:00AM - 10:00PM for catering trucks in conjunction with our upcoming event, *Party in the Park*, scheduled for June 20, 2026.

These spaces are essential to accommodate our event caterers, ensuring efficient setup, service, and breakdown while maintaining safety and minimizing disruption to surrounding traffic.

We have included the necessary Certificate of Insurance for your review.

We greatly appreciate the Village's continued support of our programming and respectfully request your approval of this accommodation.

Please feel free to contact us should you require any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Sloan", written in a cursive style.

Christopher Sloan  
Executive Director  
Warwick Historical Society

5/12/26

To: Honorable Mayor Newhard and Village of Warwick Trustees

From: Warwick Skatepark Initiative

Re: Event permission

Dear Mayor Newhard and Trustees of the Village of Warwick, NY,

Warwick Skatepark Initiative (WSI) respectfully asks permission to hold a mini skate event at the beautiful new skatepark on Saturday, June 13th.

**Date/Time:** Saturday, June 13th - 10am to 4pm (event starts at 11am)

**Description:** a celebration of skating the new park and an afternoon of local, family fun, including:

~ DJ MaeCee (Mary Collura) providing welcome, announcements, and some music to frame skating off and on during the event. WSI thanks Hudson Valley Film Festival for sponsoring and providing funds for DJ Mary.

~ ShredCo (<https://www.theshred.co/>) is providing 90 minutes of instruction, demos, to kids who would like instruction or tips. They are a company that provides skateboarding instruction to skaters of all ages. They will be providing their COI.

We are thankful to the Village of Warwick for offering to sponsor and provide funds for ShredCo.

~ Frank's Pizza will deliver pizza (that will be free to participants) at a discount, which will be paid for by WSI, we thank Frank's for offering this at a considerable discount.

~ Cool Suppliers Icey's will be again donating Icey's which will be kept in ice filled coolers and free to participants

~ Bottled water will be provided at no charge to participants. WSI/HV Film Festival will provide this.

~ WSI will give away t-shirts, magnets and stickers, along with 3 new skateboard decks to 3 kids who can do the best skate trick

~ Set up and clean up will be handled by the adult coordinators along with some volunteers.

**What we may or will need:**

---

~ We ask that the DPW provide trash receptacles for the day. We thank them for their continued support.

~ We ask the Village to loan us use of a few folding tables and some chairs if needed (possibly 3 tables and 20 chairs)

With this letter, please find a copy of the COI naming Village of Warwick as additional insured from WSI and the completed application form. COI from ShredCo forthcoming. Park fee check to follow. We understand permission may be granted contingent on receipt of ShredCo COI and park fee check.

Thank you very much for your kind consideration,

Donna Kaminski, acting president at WSI

---

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: 5/12/26

Title of Event: Skatepark Community Jam

Purpose of Event: Family fun day at Warwick Skatepark

#### **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: Saturday, June 13      Rain Date Requested: \_\_\_\_\_

Arrival Time: 10am      Departure Time: 4:00 pm  
~~3:00 pm~~

Event Start Time: 11am      Event End Time: 3pm  
~~4pm~~

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

Check one:  Non-Profit Organization     Commercial/Business Organization     Family  
*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Donna Kaminski for Warwick Skatepark Initiative  
*\*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): Warwick Skatepark Initiative

Name of Organization's Director(s)/Officer(s): Donna Kaminski - acting president

Organization's Phone: N/A      Email Address: \_\_\_\_\_

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

Physical Address of Organization: N/A

**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: 40      # of People Under 18: 60

Expected Number of Vehicles Intended at the Event: 20?

Please explain the parking plan for the event: parking at the two lots in VMPark easily accommodate

**WILL YOUR EVENT INCLUDE:**

**CHECK YES OR NO**

<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>	Yes _____ No <u>X</u>
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain:</i> <u>DJ - sound system</u> <i>Location of Music/Loud Speakers/ Sounds System:</i> <u>skatepark pavilion</u>	Yes <u>X</u> No _____
<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>	Yes _____ No <u>X</u>
<b>Tent(s)</b> <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 <u>X</u>

<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain:</i> _____	<b>Yes</b> _____ <b>No</b> <input checked="" type="checkbox"/>
<b>Admission Fee to Be Charged</b> <i>If yes, please list the admission fee:</i> _____	<b>Yes</b> _____ <b>No</b> <input checked="" type="checkbox"/>
<b>Alcohol</b> <i>Host Liquor Liability Insurance is required.</i>	<b>Yes</b> _____ <b>No</b> <input checked="" type="checkbox"/>
<b>Food will be served or sold</b> <i>If yes, explain the method of food distribution and disposal of trash:</i> <u>Bottled water and Iceys, pizza slices available to participants at no cost - pizzas will be delivered, bottled water and Iceys in ice filled coolers at the site</u> <small>*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.</small>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> _____
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	<b>Yes</b> _____ <b>No</b> <input checked="" type="checkbox"/>
<b>Animals:</b> (Example, horses, pony rides, petting zoo, etc.) <i>If yes, explain:</i> _____	<b>Yes</b> _____ <b>No</b> <input checked="" type="checkbox"/>
<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> <input checked="" type="checkbox"/>
<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):</i> _____ <i>Closed between the hours of</i> _____ <i>and</i> _____ <i>Number of 'No Parking' meter bags requested, if applicable:</i> _____	<b>Yes</b> _____ <b>No</b> <input checked="" type="checkbox"/>
<b>Use of Village-owned tables and chairs</b> <i>Veterans Memorial Park Pavilion Only. No. of Tables</i> <u>3</u> <i>No. of Chairs</i> <u>20</u>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> _____
<b>Use of Electricity</b>	<b>Yes</b> <input checked="" type="checkbox"/> <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> <input checked="" type="checkbox"/>

<b>Use of Memorial Park Pavilion Lights</b>	Yes ___ No <u>X</u>
<b>Use of Village of Warwick Restrooms</b> <i>Memorial Park and Stanley Deming Park only.</i>	Yes <u>X</u> No ___
<b>Other</b> <i>Please explain: please provide 4-6 trash receptacles with bags in them _____</i>	Yes <u>X</u> No ___

**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:** \$ 200.00 (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 Skatepark Initiative (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 Skatepark Initiative (Name Organization).

Donna Kaminski (WSI Acting president) - WSI committee member Mary Collura - attending  
Printed Name of Applicant/Responsible Party

*Donna Kaminski*  
Signature of Applicant/Responsible Party

5/12/26  
Date

**Office Use Only:**

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

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**

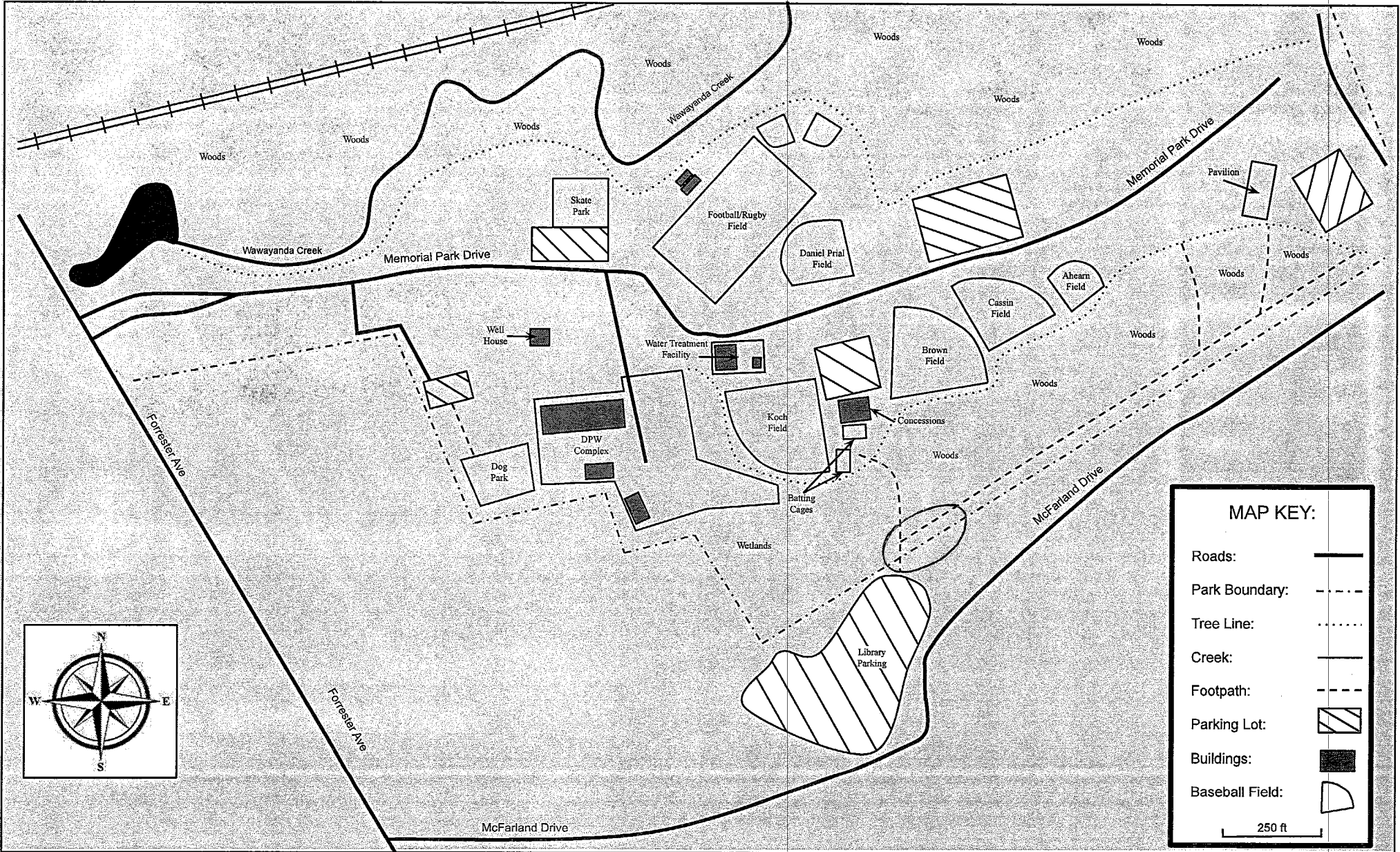
**FACILITY USER** does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising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

Donna Kaminski  
Printed Name of Applicant/Responsible Party

Donna Kaminski  
Signature of Applicant/Responsible Party

Date 5/13/26



**MAP KEY:**

- Roads:
- Park Boundary:
- Tree Line:
- Creek:
- Footpath:
- Parking Lot:
- Buildings:
- Baseball Field:

250 ft

# VETERANS MEMORIAL PARK

Village of Warwick 2024



OFFICE USE ONLY

Original     Amended    Date \_\_\_\_\_

RECEIVED

MAY 04 2026

**Standardized NOTICE FORM for Providing 30-Day Advance  
Notice to a Local Municipality or Community Board**

VILLAGE OF WARWICK  
CLERK'S OFFICE

1. Date Notice Sent: April 30, 2026      1a. Delivered by: Certified Mail Return Receipt Requested

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License:

For premises outside the City of New York:

- New Application     Removal     Class Change

For premises in the City of New York:

- New Application     New Application and Temporary Retail Permit     Temporary Retail Permit     Removal  
 Class Change     Method of Operation     Corporate Change     Renewal     Alteration

For **New** and Temporary Retail Permit applicants, answer each question below using all information known to date

For **Renewal** applicants, answer all questions

For **Alteration** applicants, attach a complete written description and diagrams depicting the proposed alteration(s)

For **Corporate Change** applicants, attach a list of the current and proposed corporate principals

For **Removal** applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation

For **Class Change** applicants, attach a statement detailing your current license type and your proposed license type

For **Method of Operation Change** applicants, although not required, if you choose to submit, attach an explanation detailing those changes

**Please include all documents as noted above. Failure to do so may result in disapproval of the application.**

**This 30-Day Advance Notice is Being Provided to the Clerk of the Following Local Municipality or Community Board:**

3. Name of Municipality or Community Board: Village of Warwick

**Applicant/Licensee Information:**

4. Licensee Serial Number (if applicable):        Expiration Date (if applicable):  

5. Applicant or Licensee Name: Flour & Feed LLC

6. Trade Name (if any): PATRONS

7. Street Address of Establishment: 63 Wheeler Ave.

8. City, Town or Village: Warwick, NY      Zip Code: 10990

9. Business Telephone Number of applicant/ Licensee: (510) 326-0406

10. Business E-mail of Applicant/Licensee: info@flourandfeedny.com

11. Type(s) of alcohol sold or to be sold:     Beer & cider     Wine, Beer & Cider     Liquor, Wine, Beer & Cider

12. Extent of Food Service:     Full Food menu; full kitchen run by a chef/cook     Menu meets legal minimum food requirements; food prep area required

13. Type of Establishment: Bar/Tavern

- Seasonal Establishment     Juke Box     Disc Jockey     Recorded Music     Karaoke

14. Method of Operation: (check all that apply)     Live Music (give details i.e., rock bands, acoustic, jazz, etc.): Acoustic

- Patron Dancing     Employee Dancing     Exotic Dancing     Topless Entertainment

- Video/Arcade Games     Third Party Promoters     Security Personnel

Other (specify):  

15. Licensed Outdoor Area: (check all that apply)     None     Patio or Deck     Rooftop     Garden/Grounds     Freestanding Covered Structure  
 Sidewalk Cafe     Other (specify): \_\_\_\_\_

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

16. List the floor(s) of the building that the establishment is located on:

17. List the room number(s) the establishment is located in within the building, if appropriate:

18. Is the premises located within 500 feet of three or more on-premises liquor establishments?  Yes  No

19. Will the license holder or a manager be physically present within the establishment during all hours of operation?  Yes  No

20. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee:

<input style="width: 95%; border: none;" type="text"/>	<input style="width: 95%; border: none;" type="text"/>
Name	Serial Number

21. Does the applicant or licensee own the building in which the establishment is located?  Yes (IF YES, SKIP 23-26)  No

**Owner of the Building in Which the Licensed Establishment is Located**

22. Building Owner's Full Name:

23. Building Owner's Street Address:

24. City, Town or Village:  State:  Zip Code:

25. Business Telephone Number of Building Owner:

**Representative or Attorney Representing the Applicant in Connection with the Application for a License to Traffic in Alcohol at the Establishment Identified in this Notice**

26. Representative/Attorney's Full Name:

27. Representative/Attorney's Street Address:

28. City, Town or Village:  State:  Zip Code:

29. Business Telephone Number of Representative/Attorney:

30. Business E-mail Address of Representative/Attorney:

I am the applicant or licensee holder or a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under **Penalty of Perjury** - that the representations made in this form are true.

31. Printed Principal Name:  Title:

**Principal Signature:**  \_\_\_\_\_  
Shelley Garry (Apr 30, 2026 11:58:03 EDT)

LAW OFFICES OF  
**LORENZO L. ANGELINO**

Tele. (845) 214-1133  
Fax (845) 625-1672

42 CATHARINE STREET  
POUGHKEEPSIE, NY 12601

www.AngelinoLaw.com  
Lorenzo@AngelinoLaw.com

April 29, 2026

**Via Certified Mail / Return Receipt**

Village of Warwick  
**ATTN: Village Clerk**  
Village Hall  
77 Main Street, PO Box 369  
Warwick, NY 10990

**Re: 30 Day Notice for On-Premises Beverage License  
Flour & Feed LLC**

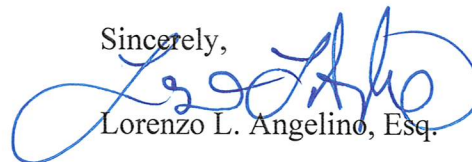
Village Clerk,

Enclosed please find the standard notice for providing a 30-day notice to a local municipality in connection with an on-premises Alcoholic Beverage License.

Please review same with community board and advise this office if there are any objections or further information required for the board's approval.

If there is no objection to the proposed premises obtaining a Liquor License, we would appreciate it if you would send a letter of no objection to the New York State Liquor Authority with a copy to our office.

Thank you in advance for your courtesy and cooperation, please do not hesitate to contact me with any questions you may have.

Sincerely,  
  
Lorenzo L. Angelino, Esq.

LLA/caf  
Enclosure

**RECEIVED**

MAY 04 2026

**VILLAGE OF WARWICK  
CLERK'S OFFICE**