

# Village Of Greenwood Lake

Incorporated 1924  
Greenwood Lake, New York 10925  
(845) 477-9215

## VILLAGE BUILDING USE/EVENT PERMIT APPLICATION

### Applicant Information

Full Name:				Date		
<i>Last</i>		<i>First</i>				
Address:						
<i>Street Address</i>				<i>Apartment/Unit #</i>		
<i>City, Town, Village</i>				<i>State</i>		<i>ZIP Code</i>
Phone:	( )	Cell	( )	E-mail Address:		
What type of use are you seeking: (i.e. Meeting, Party etc.)						
Name of Facility:		<b><u>Check one:</u></b> <input type="checkbox"/> Community Center <input type="checkbox"/> Village Hall <input type="checkbox"/> Senior Center <i>Please note meetings can only be held at Village Hall and Senior Center.</i>				
Community Center use ONLY		<b><u>Check one:</u></b> <input type="checkbox"/> Upstairs <input type="checkbox"/> Kitchen <input type="checkbox"/> Downstairs <input type="checkbox"/> Both				
Start Date and Time:			End Date and Time:			
Number of Participants:			Number of spectators:			
Are you a 5013C non-profit?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes. What type of non-profit?		
Do you anticipate that there may be any participants / spectators under the age of 21?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you intend to serve alcohol?		YES <input type="checkbox"/>
Do you have an insurance policy to cover this event?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes insurance company name?		
Policy Number?			Are you		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you held this event before?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you ever applied for building use before?		YES <input type="checkbox"/>
Have you ever applied for building use before?		YES <input type="checkbox"/>	NO <input type="checkbox"/>			

**[any additional information that may assist the Village in making its decision]**

### PERSON[S] HAVING DIRECT CHARGE AND CONTROL OF THE EVENT

NAME:			ADDRESS:		
CELL#			E-MAIL:		

### PERSON HAVING DIRECT SUPERVISION OF THE SITE OF THE EVENT (IF DIFFERENT FROM ABOVE):

NAME:			ADDRESS:		
CELL#			E-MAIL:		

**Disclaimer, Acknowledgement, and Signature**

**Acknowledgement**

**Please read carefully, check each paragraph, and submit signed below.**

1. Initial \_\_\_\_ I [we] agree that the applicant(s) must be 21 years of age. Adult supervision must be provided at all times.
2. Initial \_\_\_\_ I [we] hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or on any document used to secure a permit shall be grounds for rejection of this application / permit and / or immediate revocation of a permit, if I receive a permit, regardless of the time elapsed before discovery.
3. Initial \_\_\_\_ As a condition of this permit, I [we] have executed an insurance policy adequate to cover the intended event and have named the Village as an additional insured and release the Village from any liability related to this event.
4. Initial \_\_\_\_ I [we] and any and all other person[s] using Village property or facilities pursuant to this application are deemed to agree to and shall indemnify and hold harmless the Village of Greenwood Lake from any and all claims, injuries, damages, liability, expense and cost whatsoever (together "claim") arising from such use. Any person injured or whose property is damaged shall seek recovery from the liability insurance, if any, provided pursuant to this chapter or to his or her own insurance or resources, and not from the Village.
5. Initial \_\_\_\_ I [we] agree that all buildings and grounds must be left in same condition in which they were found.
6. Initial \_\_\_\_ I [we] and any and all other persons using Village property or facilities shall, repair any damage to Village property or facilities caused by the any and all person[s] using Village property. I [we] shall be responsible to, and shall, clean the property and facilities after each use. I [we] shall submit to the Village Clerk-Treasurer a cash deposit to secure or defray the cost of repairing damage and cleaning. The deposit shall be in an amount set forth by resolution of the Village Board, which amount may be amended from time to time. If there is no damage and the property and facilities are properly cleaned after use, the deposit shall be returned. If the cost of repairing damage or cleaning exceeds the amount of the deposit, the applicant shall be required to, and shall, pay the cost of repairing damage and/or cleaning.
7. Initial \_\_\_\_ I [we] agree in regards to decorations that no tacks, nails or command strips will be used on walls etc. Painters tape only.
8. Initial \_\_\_\_ I [we] agree that Alcoholic beverages are prohibited unless a permit is acquired from NY State Liquor Authority.
9. Initial \_\_\_\_ I [we] agree that the Village of Greenwood Lake will assume no responsibility for properties left at any facility by the applicant or their guests.
10. Initial \_\_\_\_ I [we] agree to abide by all terms and conditions set for in this application and the rules and regulations of the Village of Greenwood Lake and understand that failure to do so may lead to the cancellation of the event, the denial of future permit and / or application and/or legal action taken by the Village of Greenwood Lake.
11. Initial \_\_\_\_ I [we] agree that deposits are required for Community Center rentals, \$35 per hour. If two rooms are rented (no kitchen) the cost is \$50 per hour. If both rooms and kitchen are rented the cost is \$65 per hour. Checks should be made out to the Village of Greenwood Lake prior to event date.
12. Initial \_\_\_\_ I [we] agree Rental time is calculated from arrival to departure and includes setup, breakdown and cleanup.

*I certify that my answers are true and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY				
Date:		Approval Signature:	YES <input type="checkbox"/>	NO <input type="checkbox"/>