



## Village of Cornwall-on-Hudson, New York

Village Hall: 325 Hudson Street, Cornwall-on-Hudson, New York 12520 | (845)-534-4200

### FACILITY RESERVATION / EVENT PERMIT APPLICATION

#### INSTRUCTIONS

Use this form to request a reservation for Village-owned facilities and/or to conduct an event. You must be 21 to reserve Village property or hold an event. By completing and executing this application you acknowledge and agree to the terms on page 2, including agreement to abide by all requirements for the facilities and events as instructed by the Village. The Village Clerk will inform you of any fees, insurance, or other requirements prior to consideration of your request. Deliver completed form and any required supplements to Village Hall or email to [clerk@cornwall-on-hudson.org](mailto:clerk@cornwall-on-hudson.org).

#### APPLICANT

Applicant Name:

Email:

Phone:

Address, City, State, Zip:

Are you applying on behalf of an organization? (Must be an authorized representative):

☐ Yes ☐ No

Organization type (e.g., Corporation, LLC, Non-profit):

Organization Name:

Organization Email:

Organization Phone:

Address, City, State, Zip:

#### FACILITY OR LOCATION REQUESTED

☐ Donahue Farm (Open Space)

☐ Donahue Park Pavilion

☐ Village Roads

☐ Donahue Farm Garden Plot

☐ Donahue Park, south of Boat Launch

☐ Other \_\_\_\_\_

☐ Donahue Park Shelter (Gazebo)

☐ Village Bandstand

#### EVENT OR USE DESCRIPTION

Event Title:

Date:

Event time (full duration):

Estimated # attendance:

Estimated # vehicles:

Event setup time/duration:

Event takedown time/duration:

Event coordinator/point of contact name (if different):

Coordinator email:

Coordinator phone:

Will you be requesting Police, Fire or Public Works services?

☐ Yes ☐ No

If yes, describe:

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## CORNWALL-ON-HUDSON FACILITY RESERVATION / EVENT PERMIT APPLICATION P. 2

Event summary including type of event (e.g., Carnival/fair, Car wash, Performing arts, Exhibition, Bicycle event, Parade, Team sports, Run/walk, Film or video production, Class, Wedding, Family reunion, Social organization gathering, Corporate meeting, etc.) and general order of activities.

Components. Check off any components that will be part of the event. Additional approval, fees, permits, licenses or reservations may be required. Particular rules apply to some items on this list.

- |                                              |                                                        |                                                |                                         |
|----------------------------------------------|--------------------------------------------------------|------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Alcohol             | <input type="checkbox"/> Commercial advertising        | <input type="checkbox"/> Liquid propane        | <input type="checkbox"/> Street closure |
| <input type="checkbox"/> Amusement rides     | <input type="checkbox"/> Dumpster                      | <input type="checkbox"/> Merchandise sales     | <input type="checkbox"/> Tent           |
| <input type="checkbox"/> Amplified music     | <input type="checkbox"/> Fencing                       | <input type="checkbox"/> Motor vehicles        | <input type="checkbox"/> Water/hydrants |
| <input type="checkbox"/> Animals             | <input type="checkbox"/> Fireworks                     | <input type="checkbox"/> Portable restrooms    | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Barricades/cones    | <input type="checkbox"/> Food sales or commercial prep | <input type="checkbox"/> Signs                 |                                         |
| <input type="checkbox"/> Bleachers/seating   | <input type="checkbox"/> Games of chance               | <input type="checkbox"/> Special parking       |                                         |
| <input type="checkbox"/> Boat/trailer launch | <input type="checkbox"/> Inflatables                   | <input type="checkbox"/> Stage or staging area |                                         |

Parking must accommodate projected attendees plus 10% surplus. If parking is not already designated in the proposed event area, provide a parking plan including proposed number, layout, aisle widths and size of spaces.

Will you be requesting to reserve parking spaces?

☐ Yes ☐ No

Parking spaces requested:      Vehicle types:

Offsite parking on private property?  
(Provide property owner approval)

☐ Yes ☐ No

### ACKNOWLEDGMENT OF TERMS

Review the documentation provided to you as part of this application packet and use the space below to acknowledge your understanding of and agreement with all requirements governing your access to/use of Village property. Complete and submit any supplemental documents required by the Village Clerk with this completed form. Check the applicable boxes to confirm that you have read, understand, and agree with requirements for the following:

- |                                                                        |                                                                       |
|------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Alcoholic beverages.                          | <input type="checkbox"/> Amplified sound/noise.                       |
| <input type="checkbox"/> Tents or other temporary structures.          | <input type="checkbox"/> Signage.                                     |
| <input type="checkbox"/> Amusement rides or other motorized equipment. | <input type="checkbox"/> Disposal of wastewater.                      |
| <input type="checkbox"/> Games of chance.                              | <input type="checkbox"/> Security, crowd control and traffic control. |
| <input type="checkbox"/> Riverfront and public park use.               | <input type="checkbox"/> Public notification.                         |
| <input type="checkbox"/> Food or beverage.                             | <input type="checkbox"/> Insurance and bonds.                         |

**Indemnification:** Permittee does covenant and agree to defend, indemnify and hold harmless the Village of Cornwall-on-Hudson from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Village of Cornwall-on-Hudson property, facilities, and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of Permittee. Permittee understands and agrees that their use of Village of Cornwall-on-Hudson property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). Permittee agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas; and this agreement shall be binding upon the permittee, its successors and/or assigns; and this indemnification agreement may not be changed except in writing duly signed by the permittee and the Village of Cornwall on Hudson.

I, \_\_\_\_\_, do hereby certify that the information contained in the foregoing application and all required supplemental documents is true and correct. I further certify that I have read and understand the rules and regulations governing the proposed activity, and that this application (as well as any action or activity I may take in accordance with the granting of a permit pursuant to this application), is made subject to the rules and regulations established by the Village of Cornwall-on-Hudson, its Mayor and its Board of Trustees.

Applicant signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_