

TOWN OF HARRIETSTOWN

BUILDING AND GROUNDS USE APPLICATION

PLEASE RETURN COMPLETED FORM TO JOHN WHEELER

OR GO TO WWW.HARRIETSTOWN.ORG,

1) DEPARTMENTS, 2) BLDG. AND GROUNDS, APPLICATION PDF FORM

DATE OF APPLICATION _____ INDIVIDUAL _____ ORGANIZATION _____

CONTACT PERSON _____

ADDRESS _____ TEL. PHONE # _____

EMAIL _____

SECONDARY PERSON _____ TEL. PHONE # _____

DATES AND TIMES FOR ACCESS, SET-UP AND / OR EVENTS

ACCESS WILL NOT BE GRANTED, OTHER THAN HOURS LISTED

DATE _____ DAY _____ START TIME _____ END TIME _____

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TOWN HALL --UPPER LOBBY _____ LOWER LOBBY _____ KITCHEN _____

AUDITORIUM _____ BALCONY _____

OUTDOOR VENUES -- ELKS FIELD _____ LATOUR PARK _____

DATE RECEIVED BY BLDG. DEPT. _____ **RECEIVED BY** _____

APPROVED BY BLDG. DEPT. DATE _____ BY _____

IS THIS A COMMUNITY EVENT OR BENEFIT? IF YES, PLEASE EXPLAIN

IS YOUR ORGANIZATION A **REGISTERED NOT FOR PROFIT** ? _____

IF YES, YOU MUST PROVIDE THE TAX EXEMPT ID # _____

FOR ALL EVENTS, YOU MUST PROVIDE A CURRENT CERTIFICATE OF LIABILITY INSURANCE FORM WITH A MINIMUM COVERAGE OF \$ 1,000,000 , NAMING THE TOWN OF HARRIETSTOWN AS ADDITIONALLY INSURED WITHIN 30 DAYS OF EVENT.

EQUIPMENT AND FACILITIES NEEDED

PLEASE WRITE IN QUANTITY # IN APPROPRIATE LINES

STAGE -- STAGE AND SPOTLIGHTS _____ SOUND BOARD-[\$500 DEPOSIT] _____

MICROPHONES _____ LAV. MIC _____ TABLES _____ CHAIRS _____ PODIUM _____

AUDITORIUM FLOOR—TABLES _____ CHAIRS _____ TABLE MICS _____

ALL BELONGINGS FOR EVENT, SET-UP, DECORATIONS, ETC. MUST BE REMOVED FROM BUILDING AT END OF EVENT. APPLICANT OF EVENT WILL BE FULLY RESPONSIBLE.

ALCOHOL APPLICATION

DO YOU PLAN ON SERVING ALCOHOL ? _____

APPLICATION FOR SERVING ALCOHOL WILL BE PROVIDED UPON REQUEST.

APPROVAL BY TOWN BOARD WILL BE ON A REGULARLY SCHEDULED BOARD MEETING. PAPERWORK MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO EVENT.

SAFETY EXIT ANNOUNCEMENT : ALL EMERGENCY EXITS WILL BE ANNOUNCED AND EXPLAINED AT THE BEGINNING OF ALL EVENTS.

ALL FIRE EXIT DOORS, ACCESS AND EGRESS DOORS WILL BE ACCESSIBLE WITH A MINIMUM OF 4 FEET IN CASE OF EMERGENCY.

IF APPLICANT FAILS TO RESPOND TO REQUESTS FROM BLDG. DEPT. TO CORRECT A SAFETY ISSUE, THE EVENT WILL BE CLOSED DOWN.

THE BLDG. DEPT. REPRESENTS THE TOWN OF HARRIETSTOWN. THEY ARE RESPONSIBLE FOR THE SAFETY OF THE PUBLIC. PLEASE FOLLOW THEIR DIRECTIONS.

BALCONY : MAXIMUM SEATING IS 274. NO STANDING ALLOWED. EVENT APPLICANT WILL BE RESPONSIBLE FOR PROVIDING 3 USHERS FOR SAFETY.

NO CHILDREN UNDER THE AGE OF 10 WILL BE PERMITTED IN THE SINGLE SEATING AROUND PERIMETER OF BALCONY.

AUDITORIUM FLOOR : CAPACITY LIMITS WILL DEPEND ON EVENT SETUP. BUILDING DEPT. WILL ACCOMMODATE SEATING AND MAINTAIN FIRE CODE AND SAFETY REQUIREMENTS.

HANDICAP/WHEEL CHAIR PROVISIONS: THERE IS A HANDICAP ENTRANCE ON THE LEFT HAND SIDE OF MAIN ENTRANCE. ELEVATOR IS IMMEDIATELY INSIDE DOOR. HANDICAP REST ROOM IS ON BOTTOM LEVEL.

AGREEMENT

ANY INDIVIDUAL/ORGANIZATION, USING THE TOWN HALL FACILITY, WILL BE CHARGED \$250 FOR EVENT.

I / OR ORGANIZATION, AGREE TO PAY ANY CHARGE FOR USAGE AND DEPOSITS REQUIRED, WITHIN 30 DAYS OF EVENT.

ALL EVENTS THAT INCLUDE THE SERVICE OF FOOD MUST PROVIDE A CERTIFICATE OF INSURANCE FROM THE LICENSED CATERER AND OR FOOD PROVIDER. ANY PUBLIC EVENTS MUST HAVE **NYSDOH** APPROVAL.

CONSUMPTION OF ALCOHOL IS PROHIBITED, UNLESS PRIOR APPROVAL WAS GRANTED BY THE TOWN BOARD. ADDITIONAL APPLICATION MUST BE COMPLETED. IF APPROVED, BY THE TOWN BOARD, A LIQUOR LICENSE MUST BE OBTAINED THROUGH THE **NYS LIQUOR AUTHORITY**. ONLY WINE AND BEER WILL BE ALLOWED WITH REQUIRED PERMIT. WATER MUST BE AVAILABLE ALSO.

BY SIGNING THIS APPLICATION, I ACKNOWLEDGE THAT I HAVE READ ALL INFORMATION AND AGREE TO TERMS.

SIGNED _____DATE _____

RECEIVED BY BLDG DEPT. AND DATE

| DATE | BLDG. DEPT. |
|--|--------------------|
| _____ RENTAL DEPOSIT | _____ |
| _____ CERTIFICATE OF INSURED FORM | _____ |
| _____ LIQUOR LICENSE CERTIFICATE | _____ |