



INCORPORATED VILLAGE OF WESTHAMPTON BEACH
 Village Office, 165 Mill Road, Westhampton Beach, New York 11978
 Telephone (631) 288-1654 Fax (631) 288-4332

APPLICATION FOR USE OF VILLAGE PROPERTY

Please complete A, and either B or C, along with Certification by Applicant (see reverse side, signature required) and submit to The Village Clerk at least two (2) weeks prior to requested date of use. Applicant must be a Village Taxpayer.

A. Application for use of Village property is made on behalf of _____
 (Name of Group or Organization)

Address: _____

Telephone: _____ Person to Contact _____

Facility Location and Description: _____ Estimated Attendance: _____

Time Requested: From(date &hour) _____ To(date&hour) _____

Nature of Event for which Village property use is desired (describe in detail): _____

B. This application shall be accompanied by a Certificate of Comprehensive General Liability Insurance containing the following language: "The Incorporated Village of Westhampton Beach is included as an additional insured with respects to (description of event or activity) to be held (specific date[s]) at (specific location)."
 ...with limits of not less than \$1,000,000.00 per person/\$2,000,000 per occurrence for bodily injury, and \$2,000,000 per occurrence for property damage. Failure to supply the necessary insurance coverage will result in disapproval of this application. The Village Trustees may require lower or higher limits of protection in certain specific instances. Any insurance policy submitted under this paragraph must contain a rider naming the Village as an insured for "host liquor liability" and said policy in all respects must be approved as to form by the Village Attorney and Village insurance agent.

C. Application by an individual for private use involving less than 25 people shall evidence a current in force personal liability policy with at least a \$300,000 limit.

Name of Insurance Company _____ Policy # _____

Rules for the Use of Village Property

1. Alcoholic beverages of any kind are prohibited on Village property except by permission of the Village Board, which may be withheld. If permission is granted, New York State Liquor Authority approval shall be obtained.
2. No admission fees may be charged for functions conducted on Village property. (not applicable to Non-Profits)
3. If cancellation of this application is desired, it should be done at least three (3) days prior to the event by notification to the Village Clerk.
4. The user of the Village property must leave it in good order after its use. No trash or garbage may be left except in Village trash containers. All garbage shall be picked up, secured in plastic bags and disposed of in the dumpster or removed from the property.
5. The user must return all furniture and fixtures used by them to their original location. No staples, tacks, nails, scotch tape or any other similar material may be affixed to the surface of any Village building or structure.
6. Applicant agrees to indemnify and hold harmless the Incorporated Village of Westhampton Beach, its employees, officers, agents, and any other person acting on the Village's behalf, against loss or expense, including attorney's fees, except in cases of the Village's sole negligence, for damages because of bodily injury, including death at any time resulting there from, sustained by any person or persons, or on account of damage to property arising out of or in the consequence of the use of the property covered by this agreement, whether such injury to persons or damage to property are due or claimed to be due to any active or passive negligence of the Village, its employees, officers, agents or any other persons.
7. NO OPEN FIRES AT ANYTIME*
8. NO TENT STAKES ALLOWED ON VILLAGE GREEN**

Certification of Applicant

1/We, are duly authorized representative(s) of the group or organization named in this application, have read and agreed to abide by the aforesaid rules.

Signature of Applicant's Representative

Signature of Presiding Officer (Print Name and Title)

SPACE BELOW IS FOR VILLAGE USE ONLY

To be notified: Police Fire Dept. Public Works Insurance Agent Other

Date Application Received: _____ Application: Approved Disapproved

Date: _____

(Signature of Mayor or Mayor's Designee)

Approval of Incorporated Village of Westhampton Beach Trustees (if necessary) Date: _____

Date: _____

(Signature of Village Clerk)