

Village of Elmsford

Community Senior Center Use Permit Application

This user permit application is for reserved use of Village of Elmsford's Community Senior Center. Applications must be received a minimum of 10 days prior to the activity. Fees may be required (see schedule). If the application is approved, it will be mailed to the address listed below. Call 914-592-6555 if additional assistance is needed.

Permits are not issued for Holidays or Holiday Weekends

Organization or Individual: _____

Organization Contact Name: _____

Organization's or Individual's Address:

Address: _____ City _____

State: _____ Zip Code _____

Contact/Individual Phone Number

Business: _____ Home _____

Evening: _____ Cell _____

Contact/Individual E-Mail _____

Maximum occupancy 90 persons with tables and chairs.

Center Space Requested: _____ Lower Level

_____ Main Level

Number of Persons _____

Inclusive Dates of Event: From _____ To _____

Hours Requested: From _____ To _____

Permits will only be issued for use between 10:00 AM and 9:00 PM

Proposed Activity: _____

Please note permits will not be issued for activities that are for the purpose of personal monetary gain.

Non-profit organizations formed under the Laws of the State of New York and Village of Elmsford Civic Organizations may operate legal fund-raising activities upon approval.

Facility Amenities To Be Used:

Kitchen Facilities (Dishes, serving and cooking utensils are not provided)

_____ Lower level kitchen _____ Main level kitchen

Tables (number to be used) _____ Banquet Tables (7'long) 10 max

____ Round Tables (60" diameter) 10 max

Chairs

TV

PA System

Maximum occupancy 90 persons with tables and chairs.

Special Amenities (non-Village brought in) To Be Used:_____

Special amenities other than those provided at the facilities are the sole responsibility of the permitted including but not limited to scheduling, cost, and security of. Amenities must be listed, and prior approval received. Additional insurance requirements may apply to amenities such as but not limited to dance floors, platforms, air rides, and water activities. No charcoal grills or open fires are allowed, LP gas grills are allowed but must be listed.

CONDITIONS OF THIS PERMIT:

1. The provisions of Chapter 84 and Chapter 257 of the Code of the Village of Elmsford shall apply.
2. Prohibited. No person shall drink or otherwise consume liquor, wine, beer or other alcoholic beverages while such person is in the Community Senior Center.
3. If any food or merchandise is to be sold, applicant must attach to this permit, forty-five (45) days prior to proposed activity, a letter of intent and receive approval of the Village Board of Trustees. Food is also subject to permitting of the Westchester County Board of Health.
4. There shall be no blocking of streets without acquiring Village authorization.
5. No stages or platforms are permitted unless approved by Village Building and Fire Codes.
6. Use of amplifier(s) is prohibited without prior approval.
7. Private groups larger than 50 persons, businesses, and non-profit organizations must provide the Village with a Certificate of Insurance naming the Village of Elmsford as additionally insured for the event and date(s) in the minimum limits of \$1,000,000 General Liability (occurrence), \$5,000,000 Excess/Umbrella Liability (occurrence), Workers' Compensation and Employers' Liability (if applicable) \$100,000 each accident.

I accept full responsibility for the above conditions and agree to make restitution for any damage to the park or Village of Elmsford property. I hereby indemnify, release and hold harmless the Village of Elmsford, its officers, employees, agents and servants from any and all loss, liability, claims, demands, actions, and causes of actions whatsoever arising out of any loss, damage or injury that may occur as a result of the referenced facility use requested herein.

Signature of Organization Agent/Individual

Print

Date

Fees Due: See Fee Schedule

Damage Deposit	_____
Attendant Fee	_____
General Use Fee	_____
Total	_____

Approved

By, Village Official

Date

Notes: _____

Fee Schedule Village of Elmsford Community Senior Center

Damage/Cleanup Deposit:

\$500.00

If there is no damage to the facility, the deposit will be returned to the person and address listed below no sooner than 7 days following the date of the event

Attendant/Security Fees (if required)

The Village reserves the right to require a Village Attendant(s) and/or Police Officer(s) to be utilized for events. Applicants will be advised following review of the proposed activities if an Village Attendant and/or Police Officer is required. Associated fees must be paid in advance of permit being issued.

Attendant	\$35/hr.
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Police Officer	\$150/hr.
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Use Fees:

Village Residents and Businesses

Lower Level	\$80/hr
Main Level	\$120/hr.

Non-Village Residents and Businesses

Lower Level	\$120/hr
Main Level	\$220/hr.

Payment payable to Village of Elmsford maybe be mailed or dropped off to
Village Hall 15 South Stone Avenue, Elmsford, NY 10523.