

Village of Elmsford

Reserved Park Use Permit Application

This permit application applies to Deluca Park and White Plains Avenue Park (WPA)

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 _____

Inclusive Dates of Event: From _____ To _____

Hours Requested: From _____ To _____

Permits will only be issued for use between 10:00 AM and Dusk (8:00 PM limit)

Park Area Requested:

- Deluca Park Pavilion
Specify Use _____
- Deluca Park Open Area
Specify Use _____
- Deluca Park Basketball Court
Specify Use _____
- WPA Park Open Areas East
Specify Use _____
- WPA Park Open Area West
Specify Use _____
- WPA Park Basketball Court
Specify Use _____
- WPA Park Tennis Court
Specify Use _____

The above listed areas are the only areas a reserved permit may be obtained for. All other park areas are first come first serve. Please note baseball is not allowed within in any of the Parks. Organized soccer is allowed by permit within the White Plains Open Area East only (see fee schedule).

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.

Special Amenities 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 including grills. 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 PARK PERMIT:

1. The provisions of Chapter 257 of the Code of the Village of Elmsford shall apply (copy attached).
2. 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.
3. There shall be no blocking of streets without acquiring Village authorization.
4. No stages or platforms are permitted unless approved by Village Building and Fire Codes.
5. Persons reserving any facility that does NOT have restrooms provided are responsible for providing portable restrooms at their own expense.
6. Use of amplifier(s) is prohibited without prior approval.
7. Private groups larger than 25 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

<u>Fees Due: See Fee Schedule</u>	
Damage Deposit	_____
Attendant Fee	_____
General Use Fee	_____
Total	_____

Approved

By, Village Official **Date**

Notes: _____

Fee Schedule Village of Elmsford Park Use

Damage/Cleanup Deposit: \$250.00

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 and/or Police Officer 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 \$25/hr.
Police Officer \$85/hr.

Use Fees:

DeLuca Park

Pavilion

- Village Resident/Business \$25/hr.
- Non Village Resident/Business \$50/hr.

Basketball Court (basketball only)

- Village Resident/Business \$10/hr.
- Non Village Resident/Business \$20/hr.

Open Area for Party

- Village Resident/Business \$20/hr.
- Non Village Resident/Business \$40/hr.

White Plains Ave. Park

Open Area East or West for Party

- Village Resident/Business \$20/hr.
- Non Village Resident/Business \$40/hr.

Open Area East for Soccer

- Village Resident/Business \$25/hr.
- Non Village Resident/Business \$50/hr.

Basketball Court (basketball only)

- Village Resident/Business \$10/hr.
- Non Village Resident/Business \$20/hr.

Tennis Court (tennis only)

- Village Resident/Business \$10/hr.
- Non Village Resident/Business \$20/hr.

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