

VILLAGE OF HIGHLAND FALLS
303 Main Street
Highland Falls, New York 10928

Date Received: _____

Telephone: 845-446-3400
Fax: 845-446-2952

EVENT APPLICATION

This form is to be used for requests to use Village property for community events and parades

GENERAL INFORMATION:

Name of Event/Parade: _____

Proposed Date of Event/Parade: _____ Proposed Rain Date: _____

Time Frame of Event: _____

Sponsoring Person(s) or Organization: _____

Address: _____

Point of Contact: Name: _____ Telephone: _____

Address: _____

Purpose of Event/Parade: _____

Certificate of Insurance Attached: Yes No (Must be submitted with Event Application)

Any Sound Amplification Equipment: Yes* No

*Live Entertainment Permit required per Village Code § 126-2, Section B – Application page 4

Description of Sound Amplification Equipment: _____

Will Local or State Police be required to Assist Event/Parade Personnel? Yes No

If Yes, Describe: _____

Will presence of local Ambulance be required? Yes No

Will DPW Assistance be required? Yes No

If Yes, Describe: _____

PARADE REQUEST INFORMATION:

Parade Chairman (If different than POC named on page 1): _____

Address: _____ Telephone: _____

Location of Staging Area: _____ Time: _____

Location of Disbanding Area: _____ Time: _____

Exact Route of Event/Parade: (describe and attach map of proposed route)

Will Event/Parade be: In Street: ___ Yes ___ No Sidewalk: ___ Yes ___ No

Number of People Expected in Event/Parade: _____ Adults: _____ Children: _____

Number of Cars: _____ Number of Trucks: _____ Number of Motorcycles: _____

Number of Bands: _____ Number of Marching Units: _____ Number of Floats: _____

Number (and kind) of animals: _____

Please provide/attach any additional information you believe may assist the Village in maintaining order, protecting the health, welfare and safety of its residents and the participants in your event/parade:

ROE PARK REQUEST INFORMATION:

Facility Needed: Roe Park Baseball Field _____ Pavilion _____ Bathrooms _____

Number of People Expected: Adults _____ Children _____

Number of Vehicles Expected: Cars _____ Trucks _____

TOWN OF HIGHLANDS RECREATION DEPARTMENT CLEARANCE FOR USE OF ROE PARK

_____ No Conflicts with above event date(s) with any Town of Highlands Recreation Activities

Town of Highlands Recreation Director

Date Approved

PLEASE OBTAIN APPROVAL PRIOR TO VILLAGE BOARD SUBMISSION

RULES CONCERNING REQUEST OF USE OF VILLAGE PROPERTY/FACILITIES

ALL REQUESTS for Use of Facilities must have prior approval by the Village Board of Trustees. Village Board meetings are held on the 1st and 3rd Mondays of each month at 7:00pm in Village Hall, 303 Main Street.

NOTE: EVENTS AT ROE PARK SHOULD HAVE BEEN CLEARED THROUGH THE TOWN OF HIGHLANDS RECREATION DEPARTMENT PRIOR TO COMING BEFORE THE VILLAGE BOARD. PLEASE ENSURE THAT THE BOTTOM SECTION ON PAGE 2 OF THE EVENT FORM IS SIGNED BY THE DIRECTOR OF RECREATION, INDICATING THERE ARE NO CONFLICTS WITH THE REQUESTED DATE(S).

Any person or group/organization must provide a certificate of insurance **naming the Village as additional insured**. Certificate must include date and type of event and be submitted with completed application. Any person or group/organization will also be required to sign a license agreement prior to the event.

Minimum Requirements: Commercial General Liability (Occurrence Form)

General Aggregate (Other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury Liability	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any One Fire)	\$ 300,000
Medical Exp (Any One Person)	\$ 5,000

RULES CONCERNING USE OF ROE PARK

1. No bouncy house or other inflatables permitted regardless of insurance indemnification.
2. Any person or group/organization granted a license to use the facilities must adhere to all traffic and parking regulations surrounding the area. **No parking is allowed within the fenced-in perimeter of Roe Park.**
3. Any person or group/organization granted a license to use Roe Park Field and/or Little League Field and dugouts must **ensure the area is cleaned up of trash and garbage at the conclusion of the event.**
4. Any person or group/organization granted use of the Pavilion must adhere to the following:
 - NO** grills, cooking device, or fires allowed under the Pavilion
 - NO** alcoholic beverages
 - NO** skateboarding or bicycle riding under the Pavilion
 - NO** loud music
 - NO** standing or climbing on picnic tables
 - NO** unleashed dogs on field, in playground area, or Pavilion area
 - NO** smoking
5. Park Closes at Dusk.

*****KEEP THIS PAGE FOR FUTURE REFERENCE*****