



Village of Cornwall-on-Hudson, New York

Village Hall: 325 Hudson Street, Cornwall-on-Hudson, New York 12520 | (845)-534-4200

FACILITY RESERVATION / EVENT PERMIT APPLICATION

INSTRUCTIONS

Use this form to request a reservation for Village-owned facilities and/or to conduct an event. You must be 21 to reserve Village property or hold an event. By completing and executing this application you acknowledge and agree to the terms on page 2, including agreement to abide by all requirements for the facilities and events as instructed by the Village. The Village Clerk will inform you of any fees, insurance, or other requirements prior to consideration of your request. Deliver completed form and any required supplements to Village Hall or email to clerk@cornwall-on-hudson.org.

APPLICANT

Applicant Name:

Email:

Phone:

Address, City, State, Zip:

Are you applying on behalf of an organization? (Must be an authorized representative):

☐ Yes ☐ No

Organization type (e.g., Corporation, LLC, Non-profit):

Organization Name:

Organization Email:

Organization Phone:

Address, City, State, Zip:

FACILITY OR LOCATION REQUESTED

- ☐ Donahue Farm (Open Space)
☐ Donahue Farm Garden Plot
☐ Donahue Park Shelter (Gazebo)

- ☐ Donahue Park Pavilion
☐ Donahue Park, south of Boat Launch
☐ Village Bandstand

☒ Village Roads

☒ Other _____

EVENT OR USE DESCRIPTION

Event Title:

Date:

Event time (full duration):

Estimated # attendance:

Estimated # vehicles:

Event setup time/duration:

Event takedown time/duration:

Event coordinator/point of contact name (if different):

Coordinator email:

Coordinator phone:

Will you be requesting Police, Fire or Public Works services?

☐ Yes ☐ No

If yes, describe:

CORNWALL-ON-HUDSON FACILITY RESERVATION / EVENT PERMIT APPLICATION P. 2

Event summary including type of event (e.g., Carnival/fair, Car wash, Performing arts, Exhibition, Bicycle event, Parade, Team sports, Run/walk, Film or video production, Class, Wedding, Family reunion, Social organization gathering, Corporate meeting, etc.) and general order of activities.

Components. Check off any components that will be part of the event. Additional approval, fees, permits, licenses or reservations may be required. Particular rules apply to some items on this list.

- | | | | |
|--|--|--|---|
| ☐ Alcohol | ☐ Commercial advertising | ☐ Liquid propane | ☐ Street closure |
| ☐ Amusement rides | ☐ Dumpster | ☐ Merchandise sales | ☐ Tent |
| ☐ Amplified music | ☐ Fencing | ☐ Motor vehicles | ☐ Water/hydrants |
| ☐ Animals | ☐ Fireworks | ☐ Portable restrooms | ☐ Other |
| ☐ Barricades/cones | ☐ Food sales or commercial prep | ☐ Signs | |
| ☐ Bleachers/seating | ☐ Games of chance | ☐ Special parking | |
| ☐ Boat/trailer launch | ☐ Inflatables | ☐ Stage or staging area | |

Parking must accommodate projected attendees plus 10% surplus. If parking is not already designated in the proposed event area, provide a parking plan including proposed number, layout, aisle widths and size of spaces.

Will you be requesting to reserve parking spaces?

☐ Yes ☐ No

Parking spaces requested: Vehicle types:

Offsite parking on private property?
(Provide property owner approval)

☐ Yes ☐ No

ACKNOWLEDGMENT OF TERMS

Review the documentation provided to you as part of this application packet and use the space below to acknowledge your understanding of and agreement with all requirements governing your access to/use of Village property. Complete and submit any supplemental documents required by the Village Clerk with this completed form. Check the applicable boxes to confirm that you have read, understand, and agree with requirements for the following:

- | | |
|--|---|
| ☐ Alcoholic beverages. | ☐ Amplified sound/noise. |
| ☐ Tents or other temporary structures. | ☐ Signage. |
| ☐ Amusement rides or other motorized equipment. | ☐ Disposal of wastewater. |
| ☐ Games of chance. | ☐ Security, crowd control and traffic control. |
| ☐ Riverfront and public park use. | ☐ Public notification. |
| ☐ Food or beverage. | ☐ Insurance and bonds. |

Indemnification: Permittee does covenant and agree to defend, indemnify and hold harmless the Village of Cornwall-on-Hudson from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Village of Cornwall-on-Hudson property, facilities, and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of Permittee. Permittee understands and agrees that their use of Village of Cornwall-on-Hudson property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). Permittee agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas; and this agreement shall be binding upon the permittee, its successors and/or assigns; and this indemnification agreement may not be changed except in writing duly signed by the permittee and the Village of Cornwall on Hudson.

I, _____, do hereby certify that the information contained in the foregoing application and all required supplemental documents is true and correct. I further certify that I have read and understand the rules and regulations governing the proposed activity, and that this application (as well as any action or activity I may take in accordance with the granting of a permit pursuant to this application), is made subject to the rules and regulations established by the Village of Cornwall-on-Hudson, its Mayor and its Board of Trustees.

Applicant signature: _____ Title: _____ Date: _____



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FACILITY / EVENT ADDITIONAL REQUIREMENTS

FEE SCHEDULE

Location	Conditions	Fee
DONAHUE FARM OPEN SPACE	VILLAGE RESIDENT & NON-PROFIT	\$2,000.00
	TOWN OF CORNWALL	\$3,000.00
	NON-TOWN RESIDENT	\$4,000.00
DONAHUE MEMORIAL PARK PAVILION	VILLAGE RESIDENT & NON-PROFIT	\$200.00
	TOWN OF CORNWALL	\$250.00
	NON-TOWN RESIDENT	\$400.00
DONAHUE MEMORIAL PARK SHELTER AND LAWN AREA	LESS THAN 50 PEOPLE/LESS THAN 10 CARS	
	VILLAGE RESIDENT & NON-PROFIT	\$150.00
	TOWN OF CORNWALL	\$200.00
	NON-TOWN RESIDENT	\$250.00
DONAHUE MEMORIAL PARK SHELTER AND LAWN AREA	LESS THAN 50 PEOPLE/11-19 CARS	
	VILLAGE RESIDENT & NON-PROFIT	Board Approval
	TOWN OF CORNWALL	Board Approval
	NON-TOWN RESIDENT	Board Approval
DONAHUE MEMORIAL PARK SOUTH OF BOAT LAUNCH	VILLAGE RESIDENT & NON-PROFIT	\$500.00
	TOWN OF CORNWALL	\$800.00
	NON-TOWN RESIDENT	\$1,000.00
VILLAGE BANDSTAND	VILLAGE RESIDENT & NON-PROFIT	\$500.00
	TOWN OF CORNWALL	\$800.00
	NON-TOWN RESIDENT	\$1,000.00
VILLAGE ROADS (ROAD RACE/MARCH)	VILLAGE RESIDENT & NON-PROFIT	\$500.00
	TOWN OF CORNWALL	\$600.00
	NON-TOWN RESIDENT	\$1,000.00

ACTIVITY-SPECIFIC REQUIREMENTS

ALCOHOLIC BEVERAGES. Any selling or serving for free of alcoholic beverages during an Event is subject to the approval of the Cornwall-on-Hudson Board of Trustees as provided for in Chapter 45-3 of the Cornwall-on-Hudson Municipal Code as well as all applicable state licensing laws and fees.

TENTS OR OTHER TEMPORARY STRUCTURES. The use of a tent or any other temporary structure (including without limitation any inflatable structures) in connection with the Event shall be subject to the granting of an Operating Permit by the Code Enforcement Officer for the Village of Cornwall-on-Hudson as required by 58-10 of the Cornwall-on-Hudson Municipal Code.

AMUSEMENT RIDES OR OTHER MOTORIZED EQUIPMENT. The use of amusement rides or any similar motorized equipment shall be subject to the granting of an Operating Permit by the Village of Cornwall-on-Hudson Code Enforcement Officer. Any such rides or equipment shall be subject to all applicable local and state laws regarding inspection, operation and insurance requirements.

GAMES OF CHANCE. No games of chance shall be conducted in connection with the Event unless the proper license has been issued in accordance with 86-3 of the Cornwall-on-Hudson Municipal Code.

RIVERFRONT AND PUBLIC PARK EVENTS. Any Event proposed to be held at Riverfront Park or any other public park in the Village of Cornwall-on-Hudson shall be subject to the requirements of Chapter 122 of the Municipal Code of the Village of Cornwall-on-Hudson.

FOOD OR BEVERAGE. If you are planning on serving or selling food or beverages during an Event, please attach copies of any licenses or permits issued by the appropriate agencies for such vendors. Such vending shall be in compliance with all state and local laws.

AMPLIFIED SOUND/NOISE. If you are planning to utilize any loudspeakers or other form of amplified sound during an Event, please indicate on this form the location and orientation of those systems. All such sound systems as well as noise associated with an Event shall be subject to compliance with Chapter 107 of the Village of Cornwall-on-Hudson Municipal Code regarding noise.

SIGNAGE. Any sign allowed at an Event, shall be in compliance with the requirements of §172- 47(A)(5) of the Village of Cornwall-on-Hudson Municipal Code.

DISPOSAL OF WASTEWATER. If wastewater disposal is required in connection with the Event the applicant shall submit a written plan regarding its disposal. All disposal of wastewater shall be carried out in compliance with all applicable state and local laws.

SECURITY, CROWD CONTROL AND TRAFFIC CONTROL. The Applicant hereunder may be required to provide for police officers; to provide security, crowd control, and traffic control, prior to, during, and after the Event. The total number of police officers required for an Event shall be determined by the Village of Cornwall-on-Hudson Board of Trustees. The determination will be based on several planning variables, including: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) topography and size of the event location; (4) weather conditions; (5) the time of day during which the Special Event is conducted; (6) the need for street closures or rerouting of vehicular or pedestrian traffic; and, (7) the history of the particular Special Event.

PUBLIC NOTIFICATION. If the Village of Cornwall-on-Hudson Board of Trustees requires it, the Applicant hereunder shall, thirty (30) days prior to the beginning of the Special Event, deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the Special Event will be conducted. The notice must include the following information: (1) event date, time and location, and (2) statement that an Application for a Special Event Permit has been filed with the Village of Cornwall-on-Hudson.

INSURANCE AND BONDS. If a Special Event uses any portion of the Village of Cornwall-on-Hudson's rights-of-way, the Applicant hereunder may be required to provide a certificate of insurance to comply with the standards established by the Village's Board of Trustees.

PLEASE BRING THESE INSURANCE REQUIREMENTS TO YOUR INSURANCE AGENT TO ASSURE PROPER COVERAGE AND LIMITS ARE IN PLACE. FAILURE TO PROVIDE CERTIFICATE(S) OF INSURANCE EVIDENCING REQUIREMENTS BELOW, SHALL RESULT IN DELAY OF CONTRACT EXECUTION.

SCHEDULE C
VILLAGE OF CORNWALL-ON-HUDSON STANDARD CONTRACT INSURANCE
REQUIREMENTS

CONDITIONS OF INSURANCE

Unless otherwise authorized by the Village of Cornwall-on-Hudson, strict adherence to this schedule is required. Any deviation without prior authorization from the Village of Cornwall-on-Hudson will result in a delay in the finalization of this Agreement.

The APPLICANT/VENDOR shall submit copies of any or all required insurance policies as and when requested by the Village of Cornwall-on-Hudson.

CERTIFICATES OF INSURANCE

The APPLICANT/VENDOR shall file with the Village of Cornwall-on-Hudson, prior to commencing work under this Agreement, all proper Certificates of Insurance.

The Certificates of Insurance shall include:

- a. Name and Address of Insured
- b. Issue date of certificate
- c. Insurance company name
- d. Type of coverage in effect
- e. Policy number
- f. Inception and expiration dates of policies included on the certificate
- g. Limits of liability for all policies included on the certificate
- h. "Certificate Holder" shall be the Village of Cornwall-on-Hudson, 325 Hudson Street, Cornwall-on-Hudson, New York.

If the Applicant/Vendor's insurance policies should be non-renewed or canceled, or should expire during the life of this Agreement, the Village of Cornwall-on-Hudson shall be provided with a new certificate indicating the replacement policy information as requested above. The Village of Cornwall-on-Hudson requires thirty (30) days prior written notice of cancellation [fifteen (15) days for non-payment of premium] from the Insurer, its agents or representatives.

The contractor/vendor agrees to indemnify the Village of Cornwall-on-Hudson for any applicable deductibles and self-insured retentions.

WORKERS' COMPENSATION AND DISABILITY INSURANCE

The APPLICANT/VENDOR shall take out and maintain during the life of this Agreement, Workers' Compensation (WC) Insurance and Disability Benefits (DB) Insurance, for all its employees employed at the site of the project and shall provide Certificates of Insurance evidencing this coverage to the Village of Cornwall-on-Hudson. Waiver of Subrogation is required

If the APPLICANT/VENDOR is not required to carry such insurance, the APPLICANT/VENDOR must submit form CE-200 attesting to the fact that it is exempt from providing WC and/or DB Insurance coverage for all its employees.

The manner of proof related to WC and DB Insurance is controlled by New York State Laws, Rules and Regulations. "ACORD" forms are not acceptable proof of WC and/or DB Insurance.

WORKERS' COMPENSATION REQUIREMENTS

A business entity (the APPLICANT/VENDOR) seeking to enter into a contract with a municipality (Village of Cornwall-on-Hudson) must provide one of the following forms to the municipal entity it is entering into a contract with. The APPLICANT/VENDOR should contact their insurance agent to obtain acceptable proof of WC coverage:

- Form C-105.2 – "Certificate of NYS Workers' Compensation Insurance" **or**
- Form U-26.3 – "Certificate of Workers' Compensation Insurance" issued by the New York State Insurance Fund **or**

- Form SI-12 – “Affidavit Certifying that Compensation has Been Secured” issued by the Self-Insurance Office of the Workers’ Compensation Board if the APPLICANT/VENDOR is self-insured **or**
- Form GSI-105.2 – “Certificate of Participation in Workers’ Compensation Group Self-Insurance” issued by the Self-Insurance administrator of the group **or**
- Form GSI-12 – “Certificate of Group Workers’ Compensation Group Self-Insurance” issued by the Self-Insurance Office of the Workers’ Compensation Board if the APPLICANT/VENDOR is self-insured.

If the APPLICANT/VENDOR is not required to carry WC coverage, it must submit Form CE-200, “Certificate of Attestation of Exemption” from New York State Workers’ Compensation and/or Disability Benefits Insurance Coverage. This form and the instructions for completing it are available at <http://www.wcb.ny.gov>

DISABILITY BENEFITS REQUIREMENTS

To assist the State of New York and municipal entities in enforcing WCL Section 220(8), a business entity (the APPLICANT/VENDOR) seeking to enter into a contract with a municipality must provide one of the following forms to the municipal entity it is entering into a contract with. The APPLICANT/VENDOR should contact their insurance agent to obtain acceptable proof of DB Insurance Coverage:

- Form DB-120.1 – “Certificate of Insurance Coverage Under the NYS Disability Benefits Law” **or**
- Form DB-155 – “Compliance with Disability Benefits Law” issued by the Self-Insurance Office of the Workers’ Compensation Board if the Vendor is self-insured.

If the Vendor is not required to carry DB Insurance coverage, it must submit Form CE-200, “Certificate of Attestation of Exemption” from New York State Workers’ Compensation and/or Disability Benefits Insurance Coverage. This form and the instructions for completing it are available at <http://www.wcb.ny.gov>

COMMERCIAL GENERAL LIABILITY INSURANCE:

The APPLICANT/VENDOR shall take out and maintain during the life of this Agreement, such bodily injury liability and property damage liability insurance as shall protect it and the Village of Cornwall-on-Hudson from claims for damages for bodily injury including accidental death, as well as from claims for property damage that may arise from operations under this Agreement, whether such operations be by the APPLICANT/VENDOR, by any subcontractor, or by anyone directly or indirectly employed by either of them.

It shall be the responsibility of the APPLICANT/VENDOR to maintain such insurance in amounts sufficient to fully protect itself and the Village of Cornwall-on-Hudson, but in no instance shall amounts be less than the minimum acceptable levels of coverage set forth below:

- Bodily Injury Liability and Property Damage Liability Insurance in an amount not less than **ONE MILLION AND 00/100 (\$1,000,000.00) DOLLARS** for each occurrence, and in an amount not less than **TWO MILLION AND 00/100 (\$2,000,000.00) DOLLARS** general aggregate.

Other Conditions of Commercial General Liability Insurance:

- Coverage shall be written on Commercial General Liability form.
- Coverage shall include:
 - Contractual Liability
 - Independent Contractors
 - Products and Completed Operations
- “Additional Insured” status shall be granted to “Village of Cornwall-on-Hudson, 325 Hudson Street, Cornwall-on-Hudson, New York”, shown on the Commercial General Liability policy, further stating that this insurance shall be primary and non-contributory with any other valid and collectable insurance and a Waiver of Subrogation Endorsement is required.
- Contractors should should provide a Per Project Aggregate Limit Form - CG 25 03 or equivalent.

UMBRELLA LIABILITY OR EXCESS LIABILITY INSURANCE:

[☐] If box is checked must provide Umbrella Liability or Excess Liability Insurance in an amount not less than **TWO MILLION AND 00/100 (\$2,000,000.00) DOLLARS** .

NOTE: As long as all minimum underlying limits have been met, insurance limits may be a total combined limit of the

Umbrella/Excess Liability limits and the underlying liability insurance limits.

The Umbrella/Excess Liability coverage MUST be written on a follow-form (drop down) basis with no additional exclusions to the underlying insurance coverage.

- a. "Additional Insured" status shall be granted to "Village of Cornwall-on-Hudson, 325 Hudson Street, Cornwall-on-Hudson, New York", shown on the Commercial General Liability policy, further stating that this insurance shall be primary and non-contributory with any other valid and collectable insurance and Waiver of Subrogation Endorsement is required.

AUTOMOBILE LIABILITY INSURANCE

Automobile Bodily Injury Liability and Property Damage Liability Insurance shall be provided by the APPLICANT/VENDOR, with a minimum Combined Single Limit (CSL) of **ONE MILLION AND 00/100 (\$1,000,000.00) DOLLARS**.

Coverage shall include:

- a. All owned vehicles
- b. Any hired automobile
- c. Any non-owned automobile
- d. "Additional Insured" status shall be granted to "Village of Cornwall-on-Hudson, 325 Hudson Street, Cornwall-on-Hudson, New York", shown on the Commercial General Liability policy, further stating that this insurance shall be primary and non-contributory with any other valid and collectable insurance. A Waiver of Subrogation Endorsement is required.

PROFESSIONAL LIABILITY INSURANCE (e.g. MALPRACTICE, MEDIA LIABILITY, ERRORS & OMISSIONS INSURANCE)

☐ If this box is checked, Professional Liability Insurance shall be provided by the APPLICANT/VENDOR in an amount not less than **ONE MILLION AND 00/100 (\$1,000,000.00) DOLLARS for each occurrence and in an amount of not less than TWO MILLION AND 00/100 (\$2,000,000.00) DOLLARS general aggregate.**

POLLUTION LIABILITY INSURANCE:

☐ If this box is checked, Pollution Liability Insurance shall be provided by the APPLICANT/VENDOR in an amount not less than

FIVE MILLION AND 00/100 (\$5,000,000) DOLLARS for each occurrence and in an amount of not less than FIVE MILLION AND 00/100 (\$5,000,000) DOLLARS general aggregate.

SEXUAL ABUSE & MOLESTATION COVERAGE:

☐ If this box is checked, Sexual Abuse & Molestation Coverage must be provided on the General Liability Policy and extend to the full limits of the umbrella policy as well.



Village of Cornwall-on-Hudson, New York

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FACILITY / EVENT APPLICATION RECEIPT & REQUIREMENTS

(To be completed by Village Clerk or their designee and returned to Applicant)

Application Information

Applicant full name:	
Application received date:	
Facility or Event Title:	

Fees & Charges

Fee type	Calculation	Total
Application fee		
Public Safety personnel		
Public works personnel		
Equipment costs		
Cleanup costs		
Other costs		
Minus deposit/other credits		
Due		

Status

Approved ☐ Denied ☐ Reason

Date: _____

If approved:

Permit number:			
Payment method:	☐ Check (#)	☐ Cash	☐ Credit Card
Receipt number:			
Conditions:			

