



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 Park Pavilion | ☒ Village Roads |
| ☐ Donahue Farm Garden Plot | ☐ Donahue Park, south of Boat Launch | ☒ Other _____ |
| ☐ Donahue Park Shelter (Gazebo) | ☐ Village Bandstand | |

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:

continued, page 2

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: _____



Village of Cornwall-on-Hudson, New York

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

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:			

VILLAGE OF CORNWALL-ON-HUDSON

HOLD HARMLESS STATEMENT

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 its use of Village of Cornwall-on-Hudson property and facilities including, 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.

Date: _____

Permittee: _____



Village of Cornwall-on-Hudson, New York

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

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.