

VILLAGE OF STILLWATER

662 Hudson Ave
P.O. Box 507
Stillwater, NY 12170
(518) 664-6258

Office Use Only

Application Fee Paid:
Security Deposit Paid:
Check No.: _____

SPECIAL EVENTS APPLICATION AND FACILITY USE AGREEMENT

Facility Requested: _____

Facility Date(s) Requested: _____

Applicant Name: _____

Organization Status: _____ Business _____ Non-Profit _____ Individual

Mailing Address: _____

Authorized Representative: _____

Telephone (Day): _____ (Night): _____

Email: _____

Name of Special Event: _____

Purpose of Event and Facility Use: _____

Onsite Person Responsible for Event: _____

Onsite Person Cell Phone Number: _____

Will an admission fee be charged? Yes _____ No _____

If yes, what will proceeds be used for? _____

Event Time: From _____ (AM) (PM) to _____ (AM) (PM)

Estimated Total Attendance: _____

Estimated Number of: Adults: _____ Children: _____ Residents: _____ Non-Residents: _____

By signing the below, the undersigned states that they are over 18 years of age and authorized on behalf of the Applicant to enter into this Agreement, and that Applicant agrees to comply with the attached Special Event and Facility Use Requirements. Applicant further agrees to defend, indemnify and hold harmless the Village of Stillwater, and its officers, employees and agents from and against any claims, liability, loss, damages, and expenses (including attorney's fees and costs), arising out of or related to the Special Event and use of Village of Stillwater property.

Signature of Individual or Organization Representative

Print Name: _____

Date: _____

SPECIAL EVENT AND FACILITY USE REQUIREMENTS

All special events and use of Village facilities shall be subject to the rules of the Board of Trustees of the Village of Stillwater and administered by the Village Mayor or its designee.

1. Applicants shall apply to the Village Clerk for a permit, pay the required application fee (if applicable), and provide a separate check for the applicable security deposit of \$50.00. The application fee is nonrefundable. The security deposit will be returned after the property is inspected and deemed in good order.
2. The Village Mayor has final authority on permit approval. Permits may be revoked at any time.
3. In the event of inclement weather or safety concerns, the Village Mayor or its designee has final authority on whether to postpone or cancel the event.
4. All rules posted at the facility must be adhered to at all times.
5. Alcohol is not permitted on Village of Stillwater property.
6. Events attended by youth under age 18 require the presence of adult supervision at all times.
7. Indecent, disorderly or illegal acts are prohibited, and violators shall be barred from the premises.
8. The Village Clerk must immediately be notified of any personal or property damage or incident.
9. Any damage to Village property shall be repaired at the permit holder's expense.
10. All premises must be cleaned up immediately after the event.
11. In case of emergency, dial 911.
12. Permits that require general liability insurance for approval shall include a Certificate of Insurance evidencing General Liability Insurance in the amount of \$2,000,000.00 (minimum \$1 million per occurrence and \$2 million in the aggregate) naming the "Village of Stillwater, its officers, employees and agents" as an additional insured to the policy on a primary and non-contributory basis.