

VILLAGE OF BUCHANAN
RECREATION DEPARTMENT

236 TATE AVENUE
BUCHANAN, NY 10511
914.737.1033

REQUEST FOR USE OF VILLAGE FACILITY

ALL REQUESTS MUST BE RECEIVED 14 DAYS IN ADVANCE

REQUESTS FOR ALCOHOLIC BEVERAGES MUST BE RECEIVED 30 DAYS IN ADVANCE

Today's Date: _____ Date of Event: _____ Times: _____ to _____
Name of Individual Responsible: _____
Name of Organization/Company: _____
Address: _____
Phone - Day: _____ Approx. max # of people attending: _____

Brief Description of Event: _____

Food or NON-alcoholic beverages served? Yes _____ No _____
Alcoholic beverages* ONLY WHEN AUTHORIZED* type and quantity: _____

Please check facility requested:

Community Room	_____	Westchester Ave Field	_____
Pavilion	_____	Historical Room	_____
Lent's Cove Field	_____	Municipal Pool	_____
Tennis Courts	_____	Westchester Ave Offices	_____

Additional Requests:

Bathrooms _____ Lights _____ Other _____

ALL FEES AND REIMBURSEMENTS ARE THE RESPONSIBILITY OF THE APPLICANT. PLEASE READ THE BACK SIDE OF THIS APPLICATION FOR FEE SCHEDULE ALONG WITH THE RULES AND REGULATIONS BEFORE SIGNING THIS APPLICATION.

SIGNATURE OF APPLICANT: _____

**Conditions of approval: Liability insurance policy required. (Certificate of Insurance must name the Village of Buchanan as insured)

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AVAILABILITY _____ YES _____ NO

SIGNED _____ Caretaker-----Recreation Supervisor

APPROVAL _____ Restrictions _____

Date _____ Insurance Certificate Rec'd _____ Expiration _____

Key Issued to whom? _____ Returned? _____

****THE VILLAGE OF BUCHANAN RESERVES THE RIGHT TO RELOCATE ANY MEETING WITHIN THE FACILITY ANOTHER ROOM**

AMOUNT PAID	_____ CASH _____	CHECK # _____
DEPOSIT RECEIVED	_____ CASH _____	CHECK # _____

VILLAGE OF BUCHANAN

Insurance Contract

I, the undersigned ("Applicant"), in consideration for the approval of a Proposal by the Village of Buchanan, do hereby agree as follows:

1. Applicant shall comply with the requirements of the Village Code of the Village of Buchanan, and any conditions established by the Village Board of the Village of Buchanan, insofar as the Applicant's performance of the permitted work/operations.
2. Applicant has secured insurance coverage that is now in force and will remain in force throughout the duration of the permitted work which satisfies the following minimum requirements:
 - (a) Provides commercial general liability coverage of at least \$1,000,000.00; per claim/occurrence and \$2,000,000.00 aggregate.
 - (b) Provides Worker's Compensation coverage of at least equal to the NY State statutory requirements [if applicable]
 - (c) Covers all hazards likely to arise in connection with the permitted work;
 - (d) Includes a waiver of subrogation in favor of the Village of Buchanan; and agents, assigns, officers, employees, volunteers and representatives
 - (e) Provides additional insured status to the Village of Buchanan and agents, assigns, officers, employees, volunteers and representatives until such time as the permitted work is completed; and
 - (f) Provides coverage to the Village of Buchanan that is primary and non-contributory.
3. Applicant shall indemnify and hold harmless the Village of Buchanan and all of its officers and employees, assigns, volunteers, representatives from all loss, damage, claim or expense, including the defense, without limitation, of any litigation involving injury to any person or property, arising out of the performance of the permitted work.

VILLAGE OF BUCHANAN

[Applicant]:

By: _____

By: _____

Marcus Serrano, Administrator

[Authorized Signature]

Dated: _____

Print Name: _____

Title: _____

Company Name: _____

Dated: _____