

# Village of Cold Spring

## Policies and Procedure for NON-Ticketed Events

1. The following uses require an application:
  - All use of the Bandstand
  - Groups of ten (10) or more at Mayor's Park Field and/or Pavilion
  - Groups of ten (10) or more at McConville Park
2. An application must be completed and submitted to the Recreation Commission at least 8 weeks prior to the event.
3. The Recreation Commission reviews applications at their monthly meeting and provides recommendations to the Village Board. The Recreation Commission meets the third Thursday of each month. The Village Board receives recommendations and makes the final decision. The Recreation Commission or Event Coordinator will notify the Applicant of the final decision.
4. Registered 501(c)(3) organizations with branches located in Cold Spring may reserve locations free of charge, if available. Reservations should be requested at least 3 weeks prior to the scheduled event.
5. Organizations or clubs utilizing the facility must provide the Village of Cold Spring a liability insurance policy naming the Village of Cold Spring as a named insured on said policy. The policy shall have limits of \$1,000,000 for any one injury and \$2,000,000 for any one event and be written by or through an insurance company licensed by the State of New York. Homeowners/Individuals not associated with a group are required to provide proof of insurance with a minimum coverage of \$300,000 with the application.
6. All fees and deposits must accompany the completed application. (Fees for usage listed on page 5)
7. Rain dates cannot be reserved unless paid for in addition to the regularly scheduled event date(s).
8. All locations open at Dawn and close at Dusk. All occupants must vacate the site by the closing time. The Applicant or representative must be on site from the time when guests enter the site until such time all have exited the site.
9. If the event includes inflatable(s), the Applicant must include a certificate of insurance from the company supplying the inflatable(s) prior to the event.
10. If live animals are included in the event, the Applicant must include a certificate of insurance from the company supplying the animals prior to the event.
11. Event signage may be displayed on the day of the scheduled event on the Mayor's Park Fence. Signage is prohibited from being attached to trees or poles within the Village or in the tree planters/utility strips on Main Street. Stapling or nailing items to the structure or defacing property in any way is strictly prohibited. All signage must be removed by the day after the event.
12. The facilities are carry-in and carry-out. Additional trash cans or dumpsters will not be provided. The Applicant is responsible for removing and disposing of all refuse and at the end of each rental day to the satisfaction of the Recreation Commission or designee by the posted closing time.
13. If additional tables or chairs are required, the Applicant is responsible for providing tables or chairs, as well as the set-up and break-down of such. Picnic tables at Mayor's Park are not to be moved; the five (5) tables shall remain in their original position under the Pavilion.
14. All tents must be secured. Tents larger than 100 ft<sup>2</sup> shall be inspected by the Code Enforcement Officer at least 24 hours prior to the event. Tents 400 ft<sup>2</sup> and larger require a permit if they are not open on all sides. If multiple tents are in use, they must be 12 feet apart if their aggregate area is 700 ft<sup>2</sup> or more. Tent and equipment deliveries must be scheduled with the Event Coordinator and done between 8AM-6PM. Copies of delivery contracts must be forwarded to the Recreation Commission/Village Clerk at least one week prior to the event.
15. Set-up or break-down dates other than the date(s) of the event must be noted in the application. A rental

fee will be added for each additional day. Any deliveries must be scheduled with the Event Coordinator and done between 8AM - 6PM. Copies of the contracts for deliveries must be forwarded to the Recreation Commission/Village Clerk at least one week prior to the event.

16. All amplified sound must be arranged to face West towards the River only.
17. Pavilion restrooms are available during non-ticketed events, provided temperatures allow for the water to be turned on at the facilities. If additional restrooms are required, portable restrooms shall be provided by the Applicant.
18. Alcoholic beverages are prohibited on Village sites unless an NYS-SLA Permit has been obtained by the Applicant.
19. Vehicle access within Mayor's Park Fields and the Pavilion is only permitted in the areas marked on the site map provided on page 6. If there is rain on the day of the event (including set-up dates) or the field is deemed susceptible to damage by the Event Coordinator, no vehicles, other than emergency services vehicles, will be allowed on any portion of the Mayor's Park Fields or Pavilion.
20. No vehicles, other than emergency service vehicle(s) in the event of an emergency, are allowed beyond the eastern end of the Pavilion in the Pavilion area. A maximum of 15 vehicles, with official Persons with Disabilities placards or license plates, will be allowed to park in the Pavilion area between the Pavilion and the fence on the eastern end of the park.
21. Parking near the Bandstand is limited. On weekends, the Village encourages guests to utilize free parking at the Metro-North parking lot located on Market Street. There is no parking in the circle surrounding the Bandstand. Pavilion events include 10 reserved parking spaces outside of the fence along Fair Street; all other parking spaces will be metered.
22. Wedding ceremonies at the Village Dock are restricted to the Bandstand and surrounding circle area. The Bandstand or surrounding area is not permitted to be used for wedding receptions. For the safety of the guests, seating and/or congregating is not permitted on the east side of the Bandstand facing West Street in front of the stairs. Use crosswalks and be aware of traffic flow on West Street.
23. The need for event Security will be determined by the Recreation Commission with the recommendations of the Cold Spring Police Department. If deemed required, security will be provided by the Cold Spring Police Department or an approved outside agency at the Applicant's expense.
24. Reservations apply only to the facility for the event; adjacent areas and/or facilities are open to the public during the event. When reserving the Bandstand, be apprised that the waterfront is a popular tourist destination in addition to being frequented by local residents. The Village dock is also used by large ships for docking, loading and unloading of passengers, especially during the fall season. When reserving the Mayor's Park Pavilion, the Mayor's Park Fields are open to Village residents unless the fields are also rented for the event.
25. The Applicant receiving approval agrees to, and acknowledges, the responsibility for compliance with all applicable rules, regulations, ordinances, and statutes. The Applicant expressly agrees that they will not use the Village Facility to which the permit applies for any activity proscribed by the laws of the U.S., State of New York, the County of Putnam or the Village of Cold Spring. The Applicant further agrees to accept the total responsibility of preserving proper order and decorum, the protection of Village property, and the restoration of the facility to the condition in which it existed prior to the event. The Applicant agrees to comply with the instructions and directions of the Village Board or their authorized designee and all Village of Cold Spring staff. The commission of any act in violation of Federal, State, County, or local laws by the Applicant shall be deemed a material breach of the terms of the approved application and shall be sufficient grounds for the Applicant's approval to be revoked.
26. **FORFEITURE OF DEPOSIT MAY RESULT FROM THE FOLLOWING:** Failure to comply with the Policies and Procedures; failure to leave the area in the condition it was in before the event; failure to remove all trash. Any necessary repairs to the grounds and facilities will be performed by the Village of Cold Spring or a designated professional of their approval and the cost will be deducted from the deposit. If cost exceeds deposit, an invoice will be sent to the Applicant who will be responsible for the additional cost of repairs.

# APPLICATION FOR NON-TICKETED USE OF MAYOR'S PARK FIELDS, MAYOR'S PARK PAVILION, MCCONVILLE PARK, OR BANDSTAND

Applicant: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Please check if applicable:

Cold Spring Village Resident  Philipstown Resident  501(c)(3) Org.\*

Note: \*If 501(c)(3) organization, attach proof (EIN, certificate of incorporation, parent organization verification, or IRS tax exemption certificate)

Site(s) Requested: \_\_\_\_\_

Note: Available sites - Mayor's Park Fields, Mayor's Park Pavilion, McConville Park, Bandstand

Purpose of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Note: The facilities are carry-in and carry-out. Clean up must be completed by the break-down time of each event day.

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Break-Dow Time: \_\_\_\_\_

Note: All locations open at Dawn and close at Dusk.

Additional Date(s) and Time(s) for Set-Up and Break-Down:

\_\_\_\_\_  
\_\_\_\_\_

Note: The Applicant must meet with the Event Coordinator or their designee at set-up and break-down.

Estimated Attendance: \_\_\_\_\_

Note: Mayor's Park Fields with Pavilion - maximum 1,500 occupants.

Is water requested at the outside spigot?  Yes  No

Note: Provided temperatures allow for the water to be turned on at the facilities.

Will there be Amplified Sound?  Yes  No

Note: All amplified sound must be arranged to face West towards the River only.

Will there be a tent or canopy?  Yes  No

Size: \_\_\_\_\_ (Square Feet) Location: \_\_\_\_\_

Note: Tents larger than 100 ft<sup>2</sup> shall be inspected by the Code Enforcement Officer.

Will there be inflatable(s)?  Yes  No Location: \_\_\_\_\_

Note: If yes, Certificate of Insurance required w/ Village of Cold Spring listed as additional insured.

The undersigned is over 21 years of age and has read this form and all included information and agrees to comply with them. Individual or Organization Representative does hereby agree to be responsible to the Village of Cold Spring for the care and use of the facilities. I, on behalf of \_\_\_\_\_, do/does hereby agree to indemnify and hold harmless the Village of Cold Spring from any and all claims, suits, or demands and any expenses incurred by said Village for investigation, legal fees, or otherwise, which arise out of or are connected with the Village facility applied for herein and said Village shall be held harmless and indemnified regardless of whether the acts are the fault of the Applicant or the Village.

I, \_\_\_\_\_, and/or the organization I represent, \_\_\_\_\_, agree to pay for any and all damages to equipment or property of the Village of Cold Spring by said organizations, members, guests, or visitors.

\_\_\_\_\_  
Signature: (Individual or Organization Representative)

Date: \_\_\_\_\_

**\*\*\*\*\*THE FOLLOWING TO BE COMPLETED BY THE VILLAGE OF COLD SPRING\*\*\*\*\***

✓	Item	Date Received
	Application	
	Rental Fee	
	Security Deposit	
	Certificate of Insurance	
	Additional Insurance Documents	

Approval by Event Coordinator: Date \_\_\_\_\_ By \_\_\_\_\_

Notes:

Approval by Village Board: Date \_\_\_\_\_ By \_\_\_\_\_

Village Board to check appropriate notations for Event Coordinator distribution:

- \_\_\_\_\_ Village of Cold Spring Police
- \_\_\_\_\_ Village of Cold Spring Highway Department
- \_\_\_\_\_ Village of Cold Spring Fire Department
- \_\_\_\_\_ Philipstown Ambulance Corps
- \_\_\_\_\_ Village of Cold Spring Code Enforcement Officer

<b>FEE &amp; SECURITY DEPOSIT FOR NON-TICKETED EVENTS</b>				
<b>Village Site</b>	<b>Cold Spring Village Resident</b>	<b>Philipstown Resident</b>	<b>Non-Resident</b>	<b>Event Fees</b>
Mayor's Park Fields (Athletic Events)	\$0	\$50	Not Permitted	
Mayor's Park Fields (Other Events)	\$50	\$100	Not Permitted	
Mayor's Park Pavilion	\$100	\$200	Not Permitted	
Bandstand and Driveway	\$125	\$250	\$500	
McConville Park (Excluding Tots Park)	\$50	\$100	Not Permitted	

<p>Security deposit equal to rental fee (due with application).                      No security deposit needed for set-up or break-down days or times.                      All events include a reservation of a maximum of four (4) hours. Additional event time will be \$25/hour. Set-up and break-down times not included in event fees.</p>	
<p>The Village of Cold Spring may impose additional requirements prior to the issuance of the permit as required by the nature of the use for the event. Any costs associated with these additional requirements will be incurred by the permittee.</p>	
<p style="text-align: right;">Total Amount Due with Application:                      Checks made payable to <b><i>Village of Cold Spring</i></b></p>	

