

Recreation Department Facility Request



Submit Forms to Recreation Department

One Municipal Plaza
Suite One
Beacon, NY 12508

(845) 838-5024
FAX (845) 838-5012

email: mprice@cityofbeacon.org
cityofbeacon@cityofbeacon.org

Facility Information

Facilities Requested:	Date of Event	Time(s) of Event
Memorial Park		
Green Street Park		
Riverfront Park		

Applicant Information

Name of Sponsoring Organization	Designated Contact Person(s)
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Organization Address	City, State, Zip Code
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Email	Phone
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Please Choose:	Alternate Phone
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Non-Profit
501(c) 3
For Profit
Private Event

Event Information

Name of Event

Type of Event

Estimated Attendance

Activities Planned

How will the event be advertised?

Amplified Sound?

Yes

No

If yes, please list times:

Will there be a stage?

Yes

No

If yes, please explain where:

Will alcohol be served?

*(requires separate approval from
Beacon Police Department)*

Yes

No

Will alcohol be sold?

Yes

No

Will food be served?

Yes

No

Will food be sold?

Yes

No

Will goods be sold?

Yes

No

If yes, please describe:

Will there be a tent or canopy?

Yes

No

If yes, please indicate size and location (*may
be subject to Building Department approval*)

Application Checklist

Facility Fees: Total:

Amenities Fees: Total:

Checklist

Fee Check \$ _____

Deposit Check \$ _____

Signed Application

Signed Hold Harmless Agreement

Insurance Certificate (if applicable)

Proof of Not-for-Profit Status

****Office Use Only****

Application Received by

Date:

Permit

APPROVED

DENIED

Copy of Approval to:

Department of Public Works

City Administrator

Mayor

Chief of Police

Fire Chief

Payment Info:

I certify that I am an authorized representative of this organization and that these statements are true to the best of my knowledge. I have read and received a copy of the Special Event rules, and I and/or the organization I represent agree to be bound by all applicable regulations and policies. I and/or the organization I represent understand that any violation of any of these will result in denial of future use of City of Beacon facilities.

I and/ or the organization I represent agree to indemnify, defend, and hold harmless the City of Beacon, its officials, agents, and employees from and against any and all claims, demands, losses and expenses, including legal fees arising in and from my activities and/or those of the organization I represent during the term of the use of City facilities. I and/or the organization I represent agree to pay all reasonable costs of damage and/or vandalism to City facilities used in relation to the event.

Signature

Date

All fees and deposits are due and payable 30 days in advance of your requested date with your completed application.

*Please make all checks payable to the **City of Beacon***

Hold Harmless Agreement

This Hold Harmless and Indemnification Agreement (“Agreement”) is entered into by and between, _____, hereinafter “permittee”, and the City of Beacon, _____, hereinafter “permitter”, on this _____ day of _____, 20_____, in Beacon, New York.

Agreement

For valuable consideration, the receipt of which is hereby acknowledged, permittee and permitter agree as follows:

Permittee will indemnify and hold harmless permitter from any and all claims, actions, and judgments, including all costs of defense and attorneys' fees incurred in defending against same, arising from _____ (insert event) permittee’s actions including the acts of permittee’s agents and employees. Permitter shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event permittee shall indemnify and hold harmless permitter for any such claims paid, including permitter’s reasonable attorneys fees incurred resulting from such claims. In the event any claim or suit is brought against permitter within the scope of this agreement, permittee shall pay for legal counsel chosen by permitter to defend against same. If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this agreement, the prevailing party shall be entitled to a reasonable attorney’s fees, which may be set by the court in the same action, or any separate action brought for that purpose, in addition to any other relief such party may be entitled. This agreement shall be interpreted under the laws of the State of New York.

By Permittee (Event Holder) Date

By Permitter (the City Of Beacon) Date

Fee Schedule

Facility	Non Resident & For Profit Fees	Resident & Not for Profit Fees	Fees for your event
Memorial Park			
Athletic Fields- 1 field, 1 game	\$52.50	\$35.00	
Tournament Use-3 fields per day	\$375.00	\$250.00	
Pavilion- private event	\$75.00	\$50.00	
Pavilion- public event	\$150.00	\$100.00	
Bathrooms at Pavilion	\$37.50	\$25.00	
Hilltop picnic area	\$45.00	\$30.00	
Cahill Drive picnic area	\$45.00	\$30.00	
Green Street Park			
Pavilion- private event	\$75.00	\$50.00	
Pavilion- public event	\$150.00	\$100.00	
Bathrooms at Pavilion	\$37.50	\$25.00	
Riverfront Park			
Picnic areas- private event	\$37.50	\$25.00	
Festival/ Public Event-whole park	\$375.00	\$250.00	
Additional Amenities any location			
Alcohol Permit	\$75.00	\$50.00	
Portable Toilet	\$115.00	\$115.00	
Water Access	\$100.00	\$75.00	
Electrical Access	\$100.00	\$75.00	
Event Dumpster	\$100.00	\$100.00	
Light use- any field	\$75.00 per Hour	\$50.00 per Hour	
Other Fees			
Special Event any Park (i.e. film shoot, carnival, etc.)	\$300.00 minimum	\$200.00 minimum	
			Total Fees
<i>Fees Checks payable to the City of Beacon</i>			
Site Security Deposit			
Small/private event, less than 50	\$375.00	\$250.00	
Large/public event, more than 50	\$1500.00	\$1000.00	
			Total Deposit
<i>Separate Deposit Check payable to the City of Beacon</i>			

PLEASE NOTE: The City of Beacon in its discretion may impose additional requirements prior to the issuance of this permit as are required by the nature of the use applied for. **Any costs associated with these additional requirements will be incurred by the permittee.**

City of Beacon Recreation Department Park Use and Special Event Rules

(Please Keep)

1. The City of Beacon (Permitter) recognizes that the city facilities belong to the people of the City of Beacon and since the facilities are maintained and operated by funds provided by local taxes, the City of Beacon recognizes and accepts the responsibility for making the facilities available to responsible organizations and associations.
2. The person and organization (Permittee) receiving a Special Event Permit agrees to and acknowledges the responsibility for compliance with all applicable rules, regulations, ordinances, and statutes. The Permittee expressly agrees that it will not use the Facility to which the permit applies for any activity proscribed by the laws of the U.S., State of New York, the County of Dutchess, or the City of Beacon. The Permittee further agrees to accept the total responsibility of preserving proper order and decorum, the protection of City property, and the restoration of the facility to the condition in which it existed prior to the event. The Permittee agrees to comply with the instructions and directions of the Recreation Department Head; his/her designated representatives, and all members of the City of Beacon Parks and Recreation Staff. The commission of any act in violation of Federal, State, County, or local laws by the Permittee shall be deemed a material breach of the terms of the Special Event Permit and shall be sufficient grounds for the Department Head to revoke the Special Event Permit and license to use City Facilities granted therein.
3. The City of Beacon reserves the right to determine to whom permits are issued, and can cancel the permit if the permittee is in violation of the terms and conditions of permit.
4. The City of Beacon in its discretion may impose additional requirements prior to the issuance of this permit as are required by the nature of the use applied for; including:
 - a. When there is a need for uniformed police for traffic control and security. Required Police Department staffing is at the discretion of the Chief of Police.
 - b. When the service of a city employee is required for a special event in addition to their normal working hours, there will be a charge accordingly.
 - c. When there is a need for repair or cleaning of city parks or streets, or any alterations or modifications are made to enable the event.

PLEASE NOTE: The costs associated with these additional requirements will be incurred by the permittee.

5. The City of Beacon is not responsible for any sums of money expended by permittee in anticipation of the planned activity.
6. The City of Beacon does not schedule rain dates. A rain date is at the discretion of the Event Holder and requires additional fees. If a reservation must be canceled, a refund may only be issued if we are able to resell the site.
7. The event holder is responsible for maintenance and cleanup during and after the event, and will forfeit the deposit and may be denied future permits if they fail to do so. Please remove all of your garbage. If your garbage is not removed you will be charged .36 per pound for removal and disposal. That amount will be deducted from your security deposit.
8. The use of radios, tape recorders, or other audio devices, including car radios, in such a manner that such devices are audible at a distance of more than twenty-five (25) feet from such device is prohibited. Permission must be obtained for amplified sound.
9. No signs or other forms of advertising are to be displayed for your event without the prior written approval of the Building Department. Failure of the Permittee to remove all approved signage within 24 hours of the event can result in a forfeiture of the security deposit.
10. Parking for your event shall be limited to designated areas.
11. All Annual events must submit their permit applications and fees no later than January 15th.
12. For Groups of 50 or more – The permittee shall obtain the following insurance coverage from an insurance company, approved by the Department Head and licensed to do business in the State of New York. Said insurance shall remain in effect for the duration of the event for which the Special Event Permit is issued.
 - a. General Liability Insurance with a minimum limit of liability per occurrence \$1,000,000 for bodily injury naming the City of Beacon as additional insured.
 - b. Workman's Compensation – if applicable
 - c. Product Liability – if applicable