

City of Beacon Recreation Department Facility Request-2016

The Park at University Settlement Camp

Facilities Requested:	
Dates of Event:	Time of event:

Applicant Information

Name of Sponsoring Organization:			
Address:		Email:	
Phone:			
Check One:	Non- profit <input type="checkbox"/>	501(c)3 <input type="checkbox"/>	For Profit <input type="checkbox"/>
Private Event <input type="checkbox"/>			
Designated contact:			
Address:		Email:	
Phone:		Cell:	

Event Information

Event Name:	Type of event:		
Estimated Attendance:			
Activities Planned:			
How will the event be advertised:			
Amplified Sound?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Time:
Will there be a stage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Where:
Will alcohol be served?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If YES, you need separate approval from the Beacon PD</i>
Will alcohol be sold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If YES, separate NYS ABC permit required at (518)474-0385</i>
Will food be served?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will food be sold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If YES, separate Health Dept. permit required (845)838-4801</i>
Will any goods be sold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Describe:
Will there be a tent or canopy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Size: _____ Square Feet: Location:
<i>Tents and canopies over 200 square feet are subject to separate building department permitting and fees</i>			

Fee Schedule-2016

University Settlement	NYS Resident	Non NYS Resident	Fees for your event
Facilities			
Theatre (1 day)	\$450.00	\$500.00	
Theatre Special events (Weddings, parties, etc) (3 day rental, Friday to Sunday and includes water, electric, dumpster use, alcohol permit and special event permit)	\$2700.00 * \$500 booking deposit required	\$2970.00 * \$500 booking deposit required	
Open Pavilion	\$300.00	\$330.00	
General Access Fee	\$10.00	\$15.00	
Additional Amenities any location			
Alcohol Permit	\$100.00	\$150.00	
Portable Toilet	\$100.00	\$110.00	
Water Access	\$100.00	\$110.00	
Electrical Access	\$100.00	\$110.00	
Event Dumpster	\$100.00	\$110.00	
Other Fees			
Film Shoot	\$50 Minimum-separate application		
Tenting	\$50 Minimum per tent -separate application		
Alcohol Sale	Separate permit to be issued by The New York State Liquor Authority		
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.		\$200.00 Minimum	

Site Security Deposit

Small event, less than 100	\$250.00
Large event or festival, more than 100	\$1500.00

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 attorney’s 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 form 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

Application Checklist

Facility Fees		Office Use Only		
\$	Total Facility Fee	Application Received by	Date	
Amenities		Permit Approved by	Yes	No
\$	Total Amenities	Payment Info		
\$	Total Facility & Amenities <small>Check payable to City of Beacon</small>			
\$	Refundable Site Deposit <small>Separate check please</small>	Notes		
Checklist				
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fee check		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Deposit Check	Copy of Approval to	Parks Department
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signed Application		City Administrator
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signed Held Harmless Agreement		Mayor
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Insurance Certificate (if applicable)		Chief of Police
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Proof of Not-For-Profit Status (if applicable)		Fire Chief

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.

Signed

Date

All fees and deposits are due and payable 60 days in advance of your requested date with your completed application. Please make all checks payable to the **City of Beacon**

Return to:
Beacon Recreation, One Municipal Plaza, Suite Four, Beacon, NY 12508
Fax: 845-765-8439 Phone: 845-765-8440
mprice@cityofbeacon.org

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

CITY OF BEACON
New York

Temporary Tent/Canopy Permit Application

Date: _____

Name: _____

Address: _____

Phone: _____

Address and Location of Tent: _____

Name and Address of Tent Company: _____

Phone: _____

Square foot of tent: _____

Date of Function: _____

Proposed Occupant Load: _____

Intended Use/Event Use: _____

With this application please supply a detailed site plan, floor plan, inspection and maintenance reports on anchors and fabrics. Make checks payable to: City of Beacon

Fees are per tent:

Up to 800 sq. ft.	\$50.00
800-4,000 sq. ft.	\$100.00
> 4,000 sq. ft.	\$150.00

City of Beacon Building Department
OCCUPANCY LOAD MAXIMUM PERSONS ALLOWED BY:
THE NEW YORK STATE BUILDING CODE

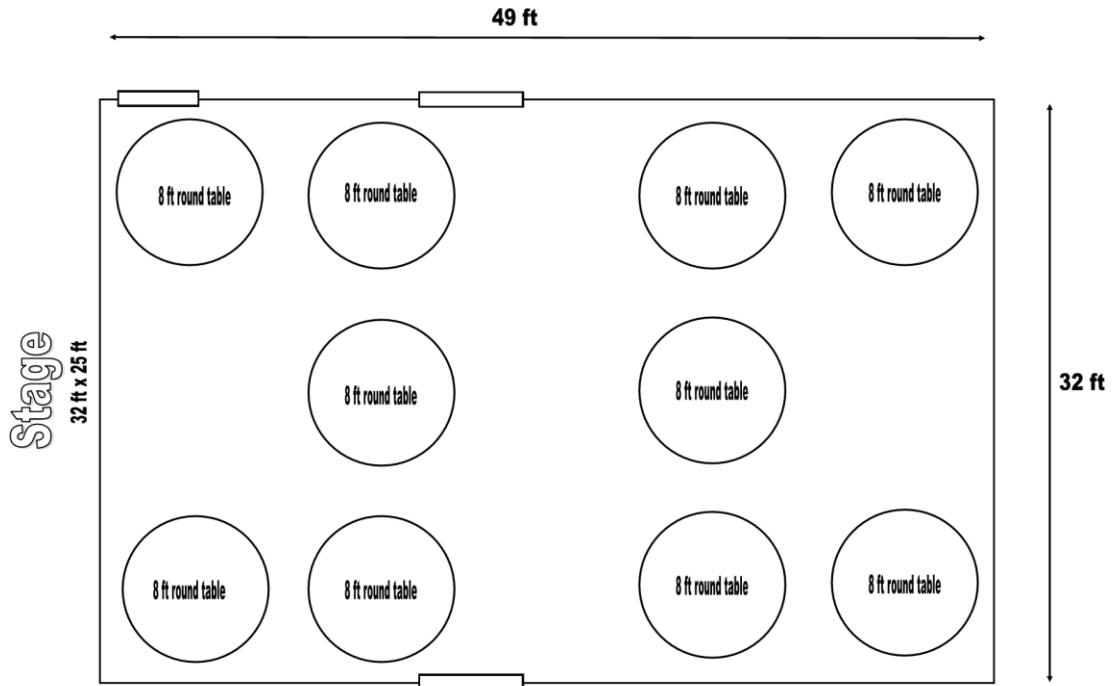
The Theatre at University Settlement Camp Park

Tables and Chairs -85

Standing Room 256

Chairs 154

Stage 103



USC Theatre sample table chart- 85 total chairs



View from stage of main room