



**2019 KATHRYN W. DAVIS RIVERWALK PAVILION:
Village of Sleepy Hollow, New York**

Name and address of organization, group or individual (person in charge of group **must be** a resident of Westchester County: _____

Date of Party: _____ Time _____

Address _____

Telephone: Cell _____ Work _____ Email _____

Purpose of Party/Activity: _____

Estimated Number of Participants (**115 Maximum**) Adults ____ Children ____

Parking Fees Not Included:

***Sleepy Hollow residents and Westchester County Park Pass Holders:** \$5.00 per vehicle (Must show proof of residency in Sleepy Hollow) ***All other guests:** \$10.00

Buses: \$100.00 each bus

Will an alcohol beverage permit be requested? Yes ____ No ____ (Complete attached form)

Permit Fee: \$1,000

Clean-up Fee \$250.00

Security Deposit: \$500.00

If event is cancelled 30 days before event, a full refund will be returned.

If event is cancelled 14 or less days before event, only a 50% refund will be returned.

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FOR OFFICE USE ONLY:

NAME OF INDIVIDUAL/ORGANIZATION: _____

() Application approved

() Application denied

() Approval with the following conditions: _____

- () Permit fee paid: Amount \$ _____ Check No: _____ Cash ___
- () Security Deposit Paid: Amount \$ _____ Check No: _____ Cash ___
- () Clean-up Fee Paid: Amount \$ _____ Check No: _____ Cash ___
- () Alcohol beverage permit obtained _____
- () Permit sent to registrant

Print & Sign Name: _____

Village of Sleepy Hollow

Date: _____

RELEASE OF LIABILITY BY ORGANIZATION

In consideration of permission granted by the Village of Sleepy Hollow for the use of the KINGSLAND POINT PARK PERMIT/KATHRYN W. DAVIS RIVERWALK PAVILION:

_____ by, _____

(Authorized Agent)

(Title), (Name of Organization)

I attest that I am fully authorized by the above named Organization, and on behalf of that organization, I hereby release from liability, absolve and agree to hold harmless the Village of Sleepy Hollow and the County of Westchester, their officers, employees, agents and volunteers, from any liability, claims or causes of action whatsoever arising out of any person injury to myself, or other people in attendance at the event (whether resulting from negligence of the Village and/or the County or from some other cause), resulting from said organization's use of any Village facility, property, equipment, devise or assistance from Village personnel. I attest and verify that I have been informed of, have full knowledge of and assume all risks involved in the use of the facility.

I HAVE READ THE RULES AND REGULATIONS ON THE BACK OF THIS FORM BEFORE SIGNING

Signature of Applicant

Address

Date

RELEASE OF LIABILITY BY INDIVIDUAL

In consideration of permission granted by the Village of Sleepy Hollow for the use of the KINGSLAND POINT PARK PERMIT/KATHRYN W. DAVIS RIVERWALK PAVILION:

I release from liability, absolve and agree to hold harmless the Village of Sleepy Hollow and the County of Westchester, their officers, employees, agents and volunteers, from any liability, claims or causes of action whatsoever arising out of any person injury to myself, or other people in attendance at the event (whether resulting from negligence of the Village and/or the County or from some other cause), resulting from my rental of the Village facility, property, equipment, devise or assistance from Village personnel. I attest and verify that I have been informed of, have full knowledge of and assume all risks involved in the use of the facility.

I HAVE READ THE RULES AND REGULATIONS ON THE BACK OF THIS FORM BEFORE SIGNING

Signature of Applicant

Address

Date

RULES AND REGULATIONS FOR USE OF THE PAVILION
Village of Sleepy Hollow, New York

1. In addition to the rules listed below, Permit Holders must adhere to all Village of Sleepy Hollow Department of Parks and Recreation rules and regulations, except as may be amended by these rules. This includes directives from the Police, and other Village Officials.
2. Applications are considered on a first come, first served basis.
3. Person requesting permit must submit a copy of a valid photo ID, eg. Driver's License.
4. Person requesting permit must be a resident of Westchester County. Organization requesting a permit must be located in Westchester County.
5. Separate payments are required, for the permit, the security deposit, and the clean-up fee. Checks are made payable to the Village of Sleepy Hollow and must accompany application.
6. Permit holder is responsible for any damages to park property incurred during the event.
7. Permit holder is responsible for the conduct of all participants.
8. Set up for event may not commence before park opening and break-down of event must be completed prior to park closing.
9. Park closes at 9 pm.
10. Amplified music is permitted. All music must adhere to the Village Noise Law as enumerated in Village Code Section 272-3.
11. Events are limited to the number of people indicated on the application.
12. Permit holder is responsible for ensuring the area is left in a reasonable, debris free condition with trash deposited in proper receptacles
13. Possession or consumption of alcoholic beverages (including beer and wine) is not permitted without an alcoholic beverage permit issued by the Village and, if a permit is issued, consumption is restricted to the Pavilion.
14. A copy of an approved application for use of the facility must be carried on the premises by the approved applicant. The Village reserves the right to ask any group, not in possession of an approved application to leave the premises.
15. Parking by all participants is restricted to the designated parking areas inside Kingsland Point Park and are subject to the applicable parking fees for entrance to the Park. In the event more parking is needed parking will be made available at Village owned parking on Riverside Drive, at no cost.
16. Abuse of the rules may result in forfeiture of future use of the facility and the forfeiture of all or part of the security deposit.

17. In case of emergency call 911. For non-emergency calls to the SHPD call 631-0800.

18. The Village of Sleepy Hollow reserves the right to cancel any permit, with a refund of all fees paid, if questions arise regarding the validity of the intended use of the facility.

19. Insurance requirements:

A. Organizations and businesses must provide a certificate of insurance with the Village of Sleepy Hollow and County of Westchester named as additional insured and including the following statement: "The insurance policy so effected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance, "and sign the waiver on the application."

B. A list of pre-approved caterers is attached. Caterers on the list have provided the Village with a certificate of insurance from the caterer showing liquor law liability insurance, listing the Village and County as additional insured and including the statement listed above in 20B.

20. With the exception of tents, no equipment needing installation may be used at the facility. In the event a tent will be used the tent installation will require the approval of the Building Department.

21. The Pavilion is rented "as is."

22. There is a fee of \$25 for returned checks.

Although your group has been granted the privilege of using the Pavilion, please keep in mind that other persons/groups may also be using other areas of the park. A spirit of mutual cooperation by all park participants will be appreciated.

Village of Sleepy Hollow

ALCOHOL BEVERAGE PERMIT

Issued to: _____

Address of Permit Holder: _____

Date of use: _____

Approved by: _____

Issued Date: _____

THIS PERMIT MUST BE POSTED AT THE EVENT

**NOTE: ALCOHOL IS NOT PERMITTED IN ANY AREA OF
THE PARK OUTSIDE THE PAVILION.**