

# TOWN OF KINGSTON APPLICATION FOR USE OF TOWN PROPERTIES

Date: \_\_\_\_\_ Permit # \_\_\_\_\_ Fee \_\_\_\_\_

Resident [ ] Non-Resident [ ]

Please print or type:

Date of Reservation: \_\_\_\_\_ Purpose for Use of Property: \_\_\_\_\_

Est. Time of Arrival: \_\_\_\_\_ Hours: \_\_\_\_\_ Group Size: \_\_\_\_\_

Name of Person or Organization in

Charge: \_\_\_\_\_

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

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

## Grounds & Park Rules

1. Alcoholic beverages are not allowed on premises at any time.
2. Responsible Individual is to insure that refuse is removed upon leaving town property, area is cleaned before leaving and any tables used must be returned to original position.
3. Park opens at 7am and closes at sundown.
4. No swimming is allowed.
5. No fires of any kind under pavilion.
6. Playground equipment is not reserved and is to be shared with the public.
7. Riding of any kind of motorized vehicles other than on roadways is strictly prohibited.

The Town of Kingston reserves the right to revoke this permit for property use if you or your group are found in violation of the above rules, or if designated property is maliciously defaced or destroyed.

THIS APPLICATION FOR TOWN PROPERTIES MUST BE COMPLETED AND RETURNED TO THE TOWN CLERK, TOWN OF KINGSTON WITH FEE IF APPLICABLE AT LEAST ONE (1) WEEK PRIOR TO THE EVENT AND RESERVATION ARE ON A FIRST COME FIRST SERVE BASIS.

I HAVE READ AND AGREE TO ADHERE TO THE TOWN OF KINGSTON GROUND AND PARK RULES

SIGNATURE OF RESPONSIBLE PARTY \_\_\_\_\_ DATE: \_\_\_\_\_

Town Clerk Signature \_\_\_\_\_ DATE: \_\_\_\_\_

FEE FOR PAVILION USE IS - RESIDENT \$50.00 NON-RESIDENT \$75.00

INSURANCE POLICY INFORMATION

1. YOU MUST OBTAIN AN INSURANCE POLICY FROM AN INSURANCE COMPANY
2. THESE POLICIES ARE SOMETIMES REFERRED TO AS EVENT POLICIES
3. THE INSURANCE POLICY MUST HAVE A \$1,000,000.00 RIDER
4. INSURANCE POLICY MUST COVER THE DATE OF YOUR EVENT
5. THE INSURANCE POLICY MUST NAME THE " TOWN OF KINGSTON " AS ADDITIONAL INSURED USING THIS NAME AND ADDRESS "TOWN OF KINGSTON, 906 SAWKILL RD, KINGSTON NY 12401"
6. IT MUST BE SUBMITTED NO LATER THAN 7 DAYS PRIOR TO EVENT

NO INSURANCE POLICY—NO ALCOHOL

OFFICE USE ONLY

PAVILION: \_\_\_\_\_ MEETING ROOM/COURT \_\_\_\_\_ OTHER \_\_\_\_\_

CONFERENCE ROOM \_\_\_\_\_ KITCHEN \_\_\_\_\_ PA/SOUND SYSTEM \_\_\_\_\_

Insurance Comp. \_\_\_\_\_ Policy # \_\_\_\_\_