Town of Bedford Recreation and Parks Department
425 Cherry Street Bedford Hills, NY 10507 Tel. # 914-666-7004 Fax # 914-666-3863

Katonah Memorial Park

Facility-Use # _____

_____

North Street, Katonah, NY

FACILITY-USE APPLICATION

This application must be submitted to the Town of Bedford Recreation and Parks Department office at least two weeks (14 days) prior to date (or first date) of planned usage. Please read the facility-use policies, including insurance requirements.

1) **Name of Organization/Resident**_____

_____
Address

_____
Municipality State Zip Code

2) **Area(s) requested**: ☐Swimming Pool ☐Main Field (Softball) ☐Basketball Courts ☐Tennis Courts

☐Shelter ☐Shelter Field ☐Shelter Restrooms ☐Rasor Field ☐Playground

☐Other – Please describe_____

3) **Date requested**:_____,_____/____/_____ **Hours requested**: From_____am/pm To _____am/pm
Day of Week Month Day Year (including set-up and break-down)

OR

Please indicate ALL program dates requested _____

_____

4) **Please describe the event/program**_____

_____

5) **What supplies and/or equipment will you be bringing** (other than food/beverages)?_____

_____

6) ***Are you requesting the use of alcoholic beverages?***_____ (If so, a separate permit must be issued)

7) **Anticipated/planned total approx. attendance**_____ Are they ☐all adults (over age 21)? **OR** ☐adults and children?

8) **Name of Person *in attendance and in charge* of event/program**_____

Daytime Tel. #_____**Alternate Daytime Tel. #**_____

The above named person, on behalf of the organization/resident, agrees to all facility-use policies as described on the reverse side of this application.

SIGNATURE OF APPLICANT_____ **DATE OF APPLICATION**_____

PLEASE DO NOT WRITE IN THIS SECTION

TOTAL FEE CHARGED $_____ **Deposit $**_____ **Balance $**_____ **ALCOHOL REQUESTED?**_____ **INSURANCE RECEIVED?**_____

AREAS APPROVED:

☐**Swim pool** ☐**Main field (Softball)** ☐**BB courts** ☐**Tennis courts** ☐**Playground** ☐**Shelter** ☐**Shelter field** ☐**Shelter restroom**

☐**Razor field** ☐**Other and Misc. Info.**_____

Approved by SUPERINTENDENT OF REC. & PARKS_____**DATE**_____

Copies to: Parks **(2)** ☐ Police ☐ Swimming Pool ☐ File ☐ Town Clerk ☐

TOWN OF BEDFORD
RECREATION AND PARKS DEPARTMENT
PARK FACILITY USE GUIDELINES

These guidelines are intended to assist you with your use of Town of Bedford park facilities. Your cooperation in adhering to all guidelines/policies is appreciated so other park patrons may enjoy the use of the parks. Please review the guidelines/polices carefully prior to submitting your facility use request. Thank you.

1. Town of Bedford Parks are for the use and enjoyment of Town residents and their sponsored guests. Bedford residents may be required to provide proof of residency as part of the application process for group outings. ***All facility use applications must have a completed and signed hold harmless form in order to be considered for approval and where applicable a certificate of insurance as required.***
2. Businesses, organizations and non-profit groups will be required to provide a certificate of insurance naming the Town as an additional insured prior to any approved function being held. Insurance requirements are listed in the attached from the Town Clerk's office.
3. When the parks are not scheduled for Town sponsored events, local organizations may apply for use of a specific park facility. Completed applications must be received at least two weeks in advance of the date requested on the application form. Applications for other than a recognized recreation purpose must be submitted one month in advance as those applications may require review and approval by the Recreation and Parks Advisory Committee and or the Town Board in addition to the Superintendent of Recreation and Parks.
4. Consumption of alcoholic beverages in Town park facilities is prohibited unless a separate alcohol permit is secured through the office of the Town Clerk. Permit application packets are available at the Recreation and Town Clerk offices. Town Clerk telephone number is 666 – 4534.
5. Please only use those areas of the park where you have received permission to use. Please be aware that other user groups may be using other areas of the park while your function is being held.
6. Use of the swimming pools is restricted to eligible Bedford residents and requires a valid seasonal photo I. D. pool pass issued by the Recreation Office.
7. Use of the tennis court facilities is restricted to eligible Town of Bedford residents.
8. Smoking is ***not*** permitted inside the pool areas, within 50' of pool facility entrances, playgrounds, picnic shelters, tennis courts, basketball courts and athletic fields
9. Use of grills requires the approval of the Superintendent of Recreation and Parks. Open fires are not permitted in the parks.
10. User groups utilizing the park facilities are expected to leave the area used clean and free of debris. There are ample trash receptacles provided throughout each park facility.
11. The Town encourages recycling within the park facilities. There are separate blue colored recycling receptacles provided for plastic and aluminum. The use of any glass containers in the parks is discouraged. Cardboard boxes may be flattened and left by the large dumpsters for recycling.
12. Any group with participation that exceeds 100 participants may be required, at their own expense, to make arrangements for organized parking and crowd control through the Superintendent of Recreation and Parks and Police Department. Parking is restricted to normal designated parking areas and is not permitted on grass areas or along entrance roadways unless written permission is granted by the Superintendent of Recreation and Parks.
13. The Town of Bedford Police Department telephone number is **241 – 3111.**

TOWN OF BEDFORD
321 Bedford Road, Bedford Hills, NY 10507

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

We agree to hold harmless, indemnify and defend the Town from and against any and all claims, damages, liabilities, obligations, judgments, charges, costs, expenses and fees, including but not limited to personal injury and property damage or theft, arising from our field/facility use in the Town on Town of Bedford property.

Organization Name: _____

Event Location: _____ Date of Event: _____

Name: _____ Signature: _____

Date: _____

Nature of Use: Facility/Field/Park use in the Town on Town of Bedford Property

Please sign, date and return to:

Town of Bedford
Town Clerk's Office
321 Bedford Road
Bedford Hills, NY 10507
Fax (914) 666-5249

TOWN OF BEDFORD
321 Bedford Road, Bedford Hills, NY 10507

INSURANCE REQUIRED FOR USE OF TOWN OF BEDFORD OWNED PROPERTY

The user and any sub-contractor (i.e. caterer, entertainment or vendor) must provide insurance as follows:

1) **Commercial General Liability (CGL)**
   - Limits of not less than $1,000,000 Each Occurrence/$2,000,000 Annual aggregate
   - Town of Bedford and their agents, officers, directors and employees must be listed as additional insured. Coverage for the additional insured shall apply as Primary and Non-Contributing Insurance before any other insurance or self-insurance, include any deductible, maintained by, or provided to, the additional insured's.
   - Waiver of Subrogation to be included in favor of the Town of Bedford
   - Coverage for athletic participants must be included if renter is an athletic team or league.

2) **Workers Compensation and Employers' Liability and N.Y.S. Disability for all employees**
   - Statutory Workers' Compensation & Employers' Liability including a Waiver of Subrogation in favor of the Town of Bedford
   - N.Y.S. Disability Benefits Insurance

NOTE: <u>ACORD</u> form is not acceptable proof of workers compensation coverage; must provide C-105.2 and Disability to be provided on DB-120.1.

3) All users acknowledge that failure to obtain such insurance on behalf of the Town of Bedford Constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Town of Bedford. The user must provide the Town of Bedford with a certificate of insurance, evidencing the above requirements have been met, prior to the event or use of facilities. The failure of the Town of Bedford to object to the contents of the certificate or absence of same shall not be deemed a waiver of any and all rights held by the Town of Bedford.

Note: a) The coverage must be underwritten by an Insurance Company with at least 'A 7' Best rating as defined by A.M. Best.

b) If applicant is applying for an Alcohol permit from the Town Clerk, the certificate of Insurance must also include alcohol coverage as follows: If a fee is not being charged to those attending the applicant's event, "Host Liquor Liability" coverage must be provided at the same limits indicated in 1) above or, if a fee is being charged to those attending the applicant's event, "Liquor Law Liability" coverage must be provided at the same limits as indicated in 1) above.

<u>Individuals:</u>

Required Insurance:
- **Homeowners Insurance**
  Section Two – Liability: $500,000 limit of liability. Policy shall not exclude the off-premises activities of the insured and should include Host Liquor Liability.