

**TOWN OF BEDFORD RECREATION AND PARKS DEPARTMENT
425 CHERRY STREET
BEDFORD HILLS NEW YORK 10507**

Tel: 666-7004 Fax: 666-3863 Email: Recreation@Bedfordny.gov

**KATONAH MEMORIAL PARK
SHELTER
FIREPLACE PERMIT
APPLICATION**

A Brief Overview

The original Katonah Shelter was built in 1949 by the Katonah Memorial Park Association and is rich with park history, stories, and cherished memories and is a treasured part of the Katonah Memorial Park. The focal part of the shelter was the stone fireplace which was used regularly until 1991 when it was sealed due to misuse and vandalism.

In the past five years the Town of Bedford Recreation and Parks Department and Katonah Memorial Park Association have worked together towards renovating the shelter with a new roof, the addition of skylights, installation of a new ceiling, interior lighting, electrical upgrades and painting.

As a separate project, the Katonah Memorial Park Association has worked diligently to raise the money needed to rebuild and re open the shelter fireplace. In the fall of 2014 the finishing touches were put on the refurbished fireplace and on December 14th the KMPA celebrated the reopening of the fireplace with a ribbon cutting and "first" fire.

The Katonah Memorial Park Association in partnership with the Town of Bedford Recreation and Parks Department is pleased to make the fireplace available to Town of Bedford residents to use when renting the shelter for events.

There is a fee for renting/reserving (\$30.00) the shelter for group use. Additionally the Town is recommending a donation of \$25.00 be made to the Katonah Memorial Park Association (KMPA) for the use of the fireplace. Funds raised by the KMPA go back into special park projects and special events held within Katonah Park in cooperation with the Recreation and Parks Department.

The application form, fee/donation information along with the guidelines for use of the shelter and the fireplace are attached. Questions should be directed to the Recreation Office at 666-7004 or by email at Recreation@Bedfordny.gov

TOWN OF BEDFORD RECREATION AND PARKS DEPARTMENT
425 CHERRY STREET BEDFORD HILLS NEW YORK 10507
Tel: 666-7004 Fax: 666-3863 Email: Recreation@Bedfordny.gov

KATONAH MEMORIAL PARK SHELTER
Wildwood Road - Park Access Road
FIREPLACE PERMIT APPLICATION

This application form must be submitted to the Recreation and Parks Department office at least one week (7 days) prior to the date of planned use. Please read the fireplace use guidelines, facility use policies and insurance requirements provided.

Note: You must be 21 or older to apply for a permit.

Fee: Suggested Donation to the Katonah Memorial Park Association (KMPA) is **\$25.00**

Name of Organization/Resident _____

Address _____

Municipality _____ State _____ Zip Code _____

Date Requested:

Day of Week: _____ Month: _____ Day: _____ Year: _____

Hours Requested: From: _____ am/pm To: _____ am/pm

(Note: there is a 4 hour maximum use)

Please describe the event the fireplace will be used for: _____

Are you requesting the use of alcoholic beverages? _____

(If so, a separate permit application (attached) is required and must be submitted to the Town Clerks office for consideration.)

Anticipated / planned attendance: _____ All Adults over 21? _____

OR

Adults and children _____

Name of the person in attendance and in charge of the event:

_____ Cell: _____ Email: _____

The above named person, on behalf of the organization/resident, agrees to all facility use policies as described in the information provided.

Signature of Applicant _____ **Date:** _____

Date Received by the Recreation Office: ___ / ___ / ___ **By:** _____ **Donation:** _____

KATONAH SHELTER FIREPLACE GUIDELINES

1. Use of the Katonah Shelter fireplace is by permit only and is limited to the time noted on the permit.
2. There is a 4 hour limit on the permitted use unless additional time is approved by the Superintendent of Recreation and Parks
3. Permit holder must be present at all times and must be 21 years of age or older
4. The fireplace is locked and requires a key issued by the Recreation Office at the time the permit is issued.
5. In addition to a key, a fireplace utility bag that has a first aid kit, gloves, flashlight and fire extinguisher will be issued and must be returned with the key after the use. (within 48 hours of the date of use)
6. The fire extinguisher provided should only be used in an emergency and should *never* used to put out the fire at the end of the event
7. Permit holder is responsible for providing all supplies, wood, kindling, Dura Flame fire starter bricks, newspaper, matches etc. The use of accelerants is NOT permitted.
8. Only seasoned dry wood should be used to minimize smoke within the shelter
 - The fireplace can handle logs as long as 30" in length.
 - **Note:** Many local food stores and hardware stores sell pre-bundled wood and starter kindling
9. Using wood from the wooded areas within the park is NOT permitted. Leaves should not be used to start a fire.
10. There are fireplace "tools" provided to move and set logs.
11. Please be aware there is **no** damper on the fireplace.
12. After the fire is established please place the fireplace screen in front of the opening.
13. There are 3 6' benches that can be used to "sit" around the fireplace area. Please **DO NOT** move the wooden picnic tables down near the fireplace.

14. The fire should burn down before the doors are secured and locked at the end of the use. All fireplace tools and the screen should be placed inside the fireplace as found before the doors are secured and locked
15. **NEVER** place hot coals, ash, burnt logs from the fireplace in the plastic trash cans located within or around the shelter.
16. All ash, burnt logs and debris left in the fireplace will be removed as needed by the Recreation and Parks staff during regular work hours Monday through Friday.
17. Unused wood, kindling and newspaper should be removed at the end of the permitted use.
18. The light switch for the fireplace ceiling lights is on the pole to the right of the steps leading down to the fireplace. The switch for the shelter area lights is to the right of the fireplace by the electrical panel (white switch) Electrical receptacles are located on either end of the shelter 5' above the floor.
19. Use of alcoholic beverages required a separate permit. See application packet.
20. In the event of an emergency call **Bedford Police at 241-3111**. Explain the emergency and provide the location at the **Katonah Shelter in Katonah Memorial Park off Wildwood Road**.

Questions regarding the rental / use of the Katonah shelter fireplace should be directed to the Bedford Recreation and Parks Department at 666-7004 or by email at Recreation@Bedfordny.gov

12/18/14



Town of Bedford Recreation and Parks Department

425 Cherry Street Bedford Hills, NY 10507 Tel # 914-666-7004 Fax 914-666-3863 recreation@bedfordny.gov

KATONAH MEMORIAL PARK PARK 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

APPLICANT INFORMATION

Name of Organization/ Resident		
Full Address		
Home Phone	Cell Phone	E-mail
Person in charge at event (if different)	Cell Phone	E-mail

EVENT INFORMATION

Day of Event	Date of Event	Time of Event Start: _____ Finish: _____
Type of Function		Number in Group
Supplies and equipment other than food and beverages you will be bringing		

SPECIFIC LOCATION FOR USE

- Shelter/ Shelter Field
 Pool
 Razor Field
 Tennis Courts
 Playground
 Main Field (By pool house)
 Basketball Court
 Other _____

ADDITIONAL NEEDS

- Shelter Fireplace (Additional application required)
 BBQ Grill (Additional rental fee)
 Alcohol Permit (Additional permit required)

The above named person, on behalf of the organization/resident, agrees to all facility-use policies.

SIGNATURE OF APPLICANT _____ DATE OF APPLICATION _____

For Recreation Personnel Only

Fee Received _____

Total Fee Charged \$ _____ Deposit Amount Required \$ _____

Deposit Paid Returned

HH Received _____ Insurance Received _____ Alcohol Requested _____ Grill Requested _____

Area to Use : Shelter/ Shelter Field Razor Field Tennis Courts Main Field BB Court Playground Pool

Additional Info _____

Approval by Superintendent of Rec & Parks _____ Date _____

Copy Parks (2) Town Clerk Pool Police File

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/policies 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
ALCOHOLIC BEVERAGE PERMIT**

Permit for the serving and consumption of alcoholic beverages in a public place within the Town of Bedford.

Permission is hereby requested for the serving and consumption of alcoholic beverages at address: _____ between the hours of _____ and _____ on (date): _____ in accordance with the Town of Bedford's Alcohol Policy and Procedures dated 8/3/10.

Group or Organization: _____

Address: _____

Person in Charge: _____

Phone Number: _____

Type Function: _____ # Attending: _____

Signature: _____ Title: _____

Date: _____

I hereby certify that I have read and understand the provisions of the Town of Bedford's Alcohol Policy and Procedures dated 8/3/10.

Town Clerk's Use

The following must be submitted with completed permit:

- Facility Use Permit
- Signed Hold Harmless Agreement
- Liability Insurance
- Temporary Permit from ABC (if applicable)
- Completed Alcoholic Beverage Permit

c: Recreation Office – if applicable Approved by Insurance Co.: _____
 Police – All Permit Issued: _____



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: ACORD 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.

Individuals:

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.