

# FACILITY-USE APPLICATION

**Bedford Village Memorial Park ~ 65 Greenwich Road, Bedford, NY**

This application must be submitted to the Town of Bedford Recreation & Parks Department office at least two weeks (14 days) prior to date (or first date) of planned usage. Please read the facility-use guidelines, including insurance requirements. **Please note: alcohol on any Town of Bedford owned property is only allowed if a permit is obtained from the Town Clerk's office prior to the date of the event.** The Alcohol Beverage Permit application is available at the Recreation and Town Clerk's office or online at BedfordNY.gov/Forms and Applications page.

## APPLICANT INFORMATION

Name of Resident/Organization:

Full Address:

Home Phone:

Cell Phone:

Email:

Person in charge of event(if different):

Cell Phone:

Email:

## EVENT INFORMATION

Week Day and Date of Event

Date of Event (indicate ALL program dates)

Type of Event:

Time of event

Include time for:

Start: \_\_\_\_\_ am/pm

set up

End: \_\_\_\_\_ am/pm

break down

Anticipated total attendance:

All adults (over age 21)

Adults and children

Supplies & equipment other than food and beverages you will be bringing:

## FACILITIES REQUEST

C&M Pavilion

Upper Soccer Field

Gazebo/Gazebo Field

Main Softball/Open Field

Basketball Court

Tennis Courts

Playground

Other

5' BBQ Grill (Additional rental fee)

Alcohol -must obtain permit from Town Clerk, ask for permit application

The above named person, on behalf of the organization/resident, agrees to all facility-use guidelines as described:

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

PLEASE DO NOT WRITE IN THIS SECTION

TOTAL FEE \$ \_\_\_\_\_ Deposit Required \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_ INS. RECEIVED: \_\_\_\_\_ H/H Signed \_\_\_\_\_

AREAS APPROVED:

C&M Pavilion

Upper Soccer Field

Gazebo/Gazebo Field

Main Softball/Open Field

Basketball Court

Tennis Courts

Playground

BBQ Grill

Alcohol

Other

Info. \_\_\_\_\_

Approved by the SUPERINTENDENT OF REC. AND PARKS \_\_\_\_\_ DATE \_\_\_\_\_

Copy to:  Parks  Town Clerk  Pool  Police  File



**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: **Bedford Village Memorial Park**

Date(s) of Event: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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

**Please sign, date and return to:**

**Town Clerk's Office  
321 Bedford Road  
Bedford Hills, NY 10507**

914.666.4534

Fax 914.666.5249

[TownClerk@BedfordNY.gov](mailto:TownClerk@BedfordNY.gov)

# FACILITY-USE GUIDELINES - PARKS

These guidelines will assist you with your use of the Bedford Park facilities. Your cooperation in adhering to all guidelines is appreciated so that other community members may enjoy its use. Please read these guidelines carefully prior to submitting your usage request. - *Thank you.*

1. Town of Bedford parks are for the use and enjoyment of Town residents and their sponsored guests. Residents may need to provide proof of residency as part of the application process. A completed facility-use application, signed hold harmless form and, if applicable, a certificate of insurance must be submitted in order to be considered for approval.
2. Businesses, organizations and non-profit groups will be required to provide a certificate of insurance naming the Town of Bedford as an additional insured prior to any approved function being held. Insurance requirements are attached to this application.
3. Local organizations may use the park facility when available and not being used for a Town sponsored event. Applications must be received two weeks prior to the date requested. Applications for other than a recognized recreation purpose must be received one month prior to the date requested and upon the determination of the Superintendent of Recreation & Parks, may require the approval by the Recreation & Parks Advisory Committee and/or the Town Board.
4. Alcohol on Town of Bedford owned property is **NOT** allowed unless a permit is obtained from the Town Clerk's office prior to the date of the event. The Alcohol Beverage Permit application is available at the Recreation and Town Clerk's office or online at [BedfordNY.gov/Forms](http://BedfordNY.gov/Forms) and Applications page.
5. Only use areas of the park you have received permission to use, be mindful other user groups may be permitted to use other areas of the facility while your function is being held.
6. Use of the swimming pools requires a valid seasonal pool pass issued at the Recreation office.
7. Tennis court use is restricted to 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 or athletic fields.
9. Open fires are not permitted in the parks; use of a grill requires prior approval from the Superintendent of Recreation and Parks.
10. You are expected to leave the park facilities clean and free of debris. Trash receptacles are provided throughout the facility. Recycling is encouraged, blue receptacles are provided for your recyclables, please flatten cardboard boxes and leave by the recycling receptacles.
11. Loudspeakers, bands or PA systems require prior approval from the Superintendent of Recreation and all noise must be in compliance with the Town of Bedford noise ordinance.
12. No tents or inflatables are to be erected on park property without the approval from the Superintendent of Recreation. If approved, the company providing the tent/inflatable must provide a certificate of insurance naming the Town of Bedford as an additional insured.
13. If your group exceeds 100 participants, at your own expense, organized parking and crowd control may be required and is arranged through the Superintendent of Recreation and Parks and Police Department. Parking is designated by the Superintendent of Recreation.
14. In the event of an **emergency**, call the Town of Bedford Police Department at **914.241.3111**

**Town of Bedford Recreation & Parks Department** ~ 425 Cherry Street, Bedford Hills, NY 10507  
Tel. # 914-666-7004 Fax # 914-666-3863 [Recreation@BedfordNY.gov](mailto:Recreation@BedfordNY.gov)



## **INSURANCE REQUIRED FOR TOWN OF BEDFORD OWNED PROPERTY**

### **Insurance**

- 1) Commercial General Liability (CGL) coverage with limits of Insurance of not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate.
  - a) If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each location, if applicable.
  - b) CGL coverage shall be written on ISO Occurrence form CG 00 01 1093 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, product-completed operations, and personal and advertising injury, blanket contractual including injury to subcontractors employees.
  - c) Waiver of Subrogation to apply in favor of the Town of Bedford.

### **IF APPLICABLE:**

- 2) Workers Compensation and Employers' Liability and N.Y.S. Disability – Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees and Workers Compensation must include a waiver of subrogation in favor of the Town of Bedford.
- 3) Commercial Umbrella: \$1,000,000 each occurrence and \$1,000,000 annual aggregate.

**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**

### **Note:**

a) Town of Bedford and their agents, officers, directors, employees and volunteers must be listed as additional insured using endorsement CG 2026 or equivalent with the exception of the Workers Compensation and N.Y.S. Disability policies. The coverage must be underwritten by an Insurance Company with at least 'A 7' Best rating as defined by A.M. Best. 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.