

Town of Mount Pleasant Recreation & Parks Department
1 Town Hall Plaza
Valhalla, NY 10595
914-742-2310
Fax: 914-769-1070

BROADWAY PARK
HAWTHORNE, NY
PICNIC PERMIT APPLICATION
Revised JANUARY 2022

This application form is for the use of Broadway Field and the Broadway Field Shelter for a picnic. Use of this facility is limited to residents of, and organizations and businesses located in, the Town of Mt. Pleasant outside the Villages of Pleasantville, Sleepy Hollow and Briarcliff Manor. Please review all the listed conditions for issuance of a permit before filing the application. The applicant is responsible for knowledge of and enforcement of the policies listed. The applicant will be responsible to pay any costs incurred in repairing damage caused by the picnic participants and cleaning up after the picnic.

To apply, return this application to the Recreation Department Office, 1 Town Hall Plaza, Valhalla, NY 10595 with the necessary deposit, permit fee, insurance and, if desired, an alcoholic beverage permit. The application and fees are required to hold the date. A Certificate of Insurance must be submitted at least fourteen (14) days prior to the date of the event requested. The deposit will be returned by mail when the key is brought back, provided the facility was not damaged and was left clean.

BROADWAY FIELD

Pavilion with Grill

Restrooms

Lighted Ball field

Playground

Basketball Courts

Picnic Tables

Sand Volleyball Court

Water and Electricity

Games and Equipment will no longer be available

PERMIT CONDITIONS

1. The permit is valid for Broadway Field only on the dates and times approved. No rain dates can be scheduled. **All CDC guidelines must be followed when in effect.**
2. You may request rental time from 9:00 a.m. to 11:00 p.m.
3. The permit holder is responsible for the cost of any cleanup or repair necessitated by the picnic.
4. A responsible adult supervisor is required for youth groups under 18 years of age.
5. Only one service vehicle is permitted beyond the gate once setup is complete.
6. Parks are open to the public at all times. **The permit grants exclusive use only to the shelter and ball field at times designated.**

7. Insurance requirements:

Family groups of any size must provide a certificate of insurance with the Town of Mt. Pleasant named as additional insured showing \$500,000 liability and bodily injury insurance and \$100,000 property damage insurance and must sign the waiver on the application.

The Defense/Indemnification and Hold Harmless Agreement must be filled out and notarized prior to the event. This document is provided in this packet.

Organizations and businesses must provide a certificate of insurance showing \$1,000,000 liability and bodily injury and \$100,000 property damage insurance with the Town of Mt. Pleasant named as additional insured and including the following statement, "The insurance policy so affected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance."

The Defense/Indemnification and Hold Harmless Agreement must be filled out and notarized prior to the event. This document is provided in this packet.

A COVID 19 waiver must be filled out and submitted.

In addition to A and B above, all families, organizations and businesses that have liquor served by a caterer must provide a certificate of insurance from the caterer showing liquor law liability insurance, listing the Town as additional insured and including the clause listed above in 7B.

- | | | | |
|----|---------------------|--|---------------------------------------|
| 8. | Permit Fees: | <u>Rental Fee</u>
\$200 | <u>Deposit</u>
\$250 |
|----|---------------------|--|---------------------------------------|

9. The Town of Mt. Pleasant Recreation and Parks Commission reserves the right to cancel any permit, with a refund of all fees paid, if questions arise regarding the validity of the intended use or if the facility is needed for a Town sponsored program.
10. **Keys** are required for the restrooms and gate, and **must be picked up in the Recreation Office** the last weekday prior to the picnic. Failure to pick up keys will result in severe inconvenience for you. **There will be a substantial charge for delivery of a key, if a person is available to do so.**

11. Permit holders are responsible for cleanup and removal of all litter and trash from the shelter areas. **Garbage cans must be emptied. Garbage can be placed in the dumpster if there is room, otherwise it must be removed from the site.** Do not leave garbage on the ground around the dumpster.
12. Alcoholic beverages are permitted in Town parks only with an alcoholic beverage permit. A permit application is attached. It should be returned to the Recreation and Parks Department with your Picnic Application.
13. You will be responsible for any sports equipment you may need.
14. **Cancellation Policy**
Picnics cancelled 30 days prior to the event will receive a full refund. Picnics cancelled between 15 and 30 days prior to the event will receive a 50% refund. Picnics cancelled less than 15 days prior to the event will receive no refund.
15. **Requirements for Unusual Equipment to be used in the Park**
(Tents, Air Castles, Play Equipment, etc.)
16. Family, Individuals and Organizations must fill out a Hold Harmless Agreement form and have it notarized prior to the rental date.

A Certificate of Insurance from the Company must be supplied to the Recreation Department at least (14) fourteen days prior to event.

Any equipment that must have installation or be staked into the ground will require the Recreation Department to be notified of the location and size of the equipment. A property survey showing map will be supplied upon request.

Tents will also require the following:

- Fire rating of tent certificate
- If electric power or generator is needed.
- If heated or air conditioned.

16. Vehicles are prohibited driving onto basketball court at this time.

Mt. Pleasant Recreation & Parks Department
APPLICATION FOR BROADWAY FIELD PICNIC PERMIT

Applicant: _____

Address: _____

If Organization - Contact Person: _____ Telephone: _____

Activity Date _____ Time - From: _____ To: _____

Number of persons expected: _____

Purpose of use (birthday, graduation, family reunion) _____

Athletic field requested: Yes _____ No _____ Field time available between **1:00 p.m. to 5:00 p.m.**

Will alcoholic beverages be served: Yes _____ No _____

State nature of any unusual equipment you plan to bring to the area; such as tents, trailers, portable play structures, entertainers, music, caterers, food trucks etc. Must provide insurance by company.

The undersigned applicant having read the permit conditions established by the Mt. Pleasant Recreation and Parks Commission, agrees to comply with the same in every respect and certifies that the character of the program conforms with the regulations, will inspect the condition of the facilities prior to our group use and report any damage, and will provide the required insurance certificate no later than 14 days prior to the event.

I, the undersigned, do hereby waive any and all responsibility which the Town of Mt. Pleasant may have to individuals attending the picnic at Broadway Field on the date listed above. I, as applicant, agree to hold and save the Town of Mt. Pleasant and its officers, its agents, employees and volunteers harmless from any claim or liability which arises or may arise from the use of Broadway Field.

Signature: _____ Date: _____

Printed Name of Applicant: _____

For Office Use:

- () Permit fee paid - amount \$ _____
- () Deposit fee paid - amount \$ _____
- () Required insurance certificate received
- () Date recorded in reservation book
- () Alcoholic beverage permit obtained
- () Permit sent to registrant
- () Temporary structures
- () Hold Harmless Agreement
- () Covid 19 waiver

- _____
(Name of Organization)
- () Application approved
 - () Application denied
 - () Application approved with the following conditions: _____

Superintendent of Recreation & Parks

This form has to be approved by the Town Clerk

ALCOHOLIC BEVERAGE PERMIT

For Town owned facility: **BROADWAY FIELD**

Resident Organization requesting permit: _____

Address of Organization: _____

Contact individual: _____

OR

Resident applicant requesting permit:

Name: _____

Address: _____

Telephone: _____

Reason for request: _____

Date of Use: _____ Time of Use: _____

The undersigned as _____ of the above named organization or hereby, on the part of that organization, releases the Town of Mt. Pleasant, its Town Board, employees and volunteers of any liability whatsoever in connection with any damages and/or injuries that any participant of the above organization may sustain as a result of his/her participation in that event.

(Date)

(Signature)

Approved by: _____
(Town Clerk)

Issued Date: _____

cc: Recreation & Parks Department

TO BE POSTED

FACILITY USE PERMIT

PLEASE POST PERMIT DURING EVENT

Name of Facility: **BROADWAY FIELD** Date: _____ Times - From: _____ To: _____

Individual or Group to whom permit is issued: _____

Address: _____

Contact Person: _____ Telephone: _____

Purpose of Use: _____ Size of Group: _____

Athletic field use time approved from: **1:00 p.m. to 5:00 p.m.** Yes _____ No _____

This permit is issued based on the following conditions:

1. The permit is issued only for the facilities and times listed.
2. The remainder of the park remains open for public use.
3. No alcoholic beverages are permitted without an Alcoholic Beverage Permit.
4. **All garbage and litter is to be removed from the site following the picnic. Garbage may be placed in the dumpster on the site if there is room.** It is suggested that 55 gallon plastic garbage bags be placed in all receptacles for easy cleanup.
5. **Keys to restrooms, etc. must be picked up at the Recreation Office the week day prior to the activity.**
6. Parking is permitted in designated parking areas only.
7. All other conditions listed in the Picnic Permit Application apply.
8. The Town reserves the right to alter permit times if needed to accommodate Town programs.
9. Special conditions as listed below:

Approved by: _____ Date: _____

BROADWAY PICNIC CHECKLIST

Name: _____

Picnic Date: _____

Please check off the items listed below as they are completed and return this form to the Recreation Office with the key on the Monday following your event.

- ____ 1. Bathrooms picked up and locked.
- ____ 2. Fire in grill extinguished.
- ____ 3. Shelter area and other areas used picked up and all litter removed.
- ____ 4. Picnic tables returned to location where found.
- ____ 5. Garbage cans emptied and garbage placed in dumpster if there is room.
- ____ 6. If no room in dumpster, garbage removed from site.
- ____ 7. Gate to picnic area locked (if used).

Condition of picnic area, shelter and rest rooms upon your arrival _____

Comments: _____

DEFENSE/INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Contractor and/or Licensee agrees to protect, defend, indemnify and hold the Town of Mount Pleasant (the "Town"), their officers, agents and employees free and harmless from and against any and all losses, penalties, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character, and in any jurisdiction, in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, and all such claims, etc., relating to personal injury, death, damage to property, defects in material workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal property or property right or any alleged violation of any applicable statute, ordinance, administrative order, rule or regulation or decree of any court shall be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. In any case in which such indemnification would violate Section 5-322.1 of the New York General Obligations Law, or any other applicable legal prohibition, the foregoing provisions concerning indemnification shall not be construed to indemnify the owner for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the owner or its employees.

The Contractor and/or Licensee shall provide the Town of Mt. Pleasant with a Certificate of Insurance and an Endorsement Page of the Insurance Policy providing the necessary and required insurance naming the Town of Mt. Pleasant as an additional insured on all such necessary policies.

This Agreement embodies the entire agreement between the parties, supersedes all prior agreements and understandings, if any, relating to the subject matter hereof, and may be amended only by an instrument in writing executed by the parties hereto.

This Agreement is being executed and delivered, and is intended to be performed, in the State of New York, and the laws of such state shall govern the rights and duties of the parties hereto and the validity, construction, enforcement and interpretation of this Agreement.

This Agreement has been executed in a number of identical counterparts, each of which shall be deemed an original for all purposes and all of which constitute, collectively, one agreement; but, in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

[Signature Page to Follow]

Company Name:
Signatory Name:
Title:

Notary Public

Date

TOWN OF MT.PLEASANT

By:_____

Notary Public

Date

Requirements of Unusual Equipment to be Used at Park

(Tents, Air Castles, Play Equipment, etc.)

A Certificate of Insurance from the Company must be supplied to the Recreation Department at least (14) fourteen days prior to event.

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- Fire rating of tent certificate
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