



INCORPORATED VILLAGE OF POQUOTT

VILLAGE HALL
45 BIRCHWOOD AVENUE
POQUOTT, NEW YORK 11733

TELEPHONE 631-476-4043

FACSIMILE 631-331-0402

APPLICATION FOR USE OF VILLAGE PROPERTY FOR A FUNCTION OR EVENT

Date _____

The undersigned resident hereby requests permission from the Village of Poquott to utilize Village property to hold a function or event under Village Resolution #R-(15).

Date of function or event _____

Type of function or event _____

Location of function or event:

- | | |
|--------------------------|----------------------|
| 1) California Park _____ | 2) Walnut Park _____ |
| 3) Trustees Park _____ | 4) Mayors Park _____ |

Number of vehicles to be parked _____ Number of attendees _____

Resident Name _____

Address _____

Telephone _____

SPECIAL REQUIREMENTS

- 1) **Parking In Village Parking Lots** - All vehicles will display a special permit issued by the Village Clerk. Parking in any lot is limited to 50% of the available spaces to allow other residents adequate parking. Any vehicle not displaying a special permit will be ticketed.
- 2) **Liability Insurance** - The applicant will be required to furnish to the Village a one day insurance rider for \$1,000,000 covering the day of the function or event and naming the Village of Poquott as insured.
- 3) **Notification** - The applicant must submit application four weeks prior to the function or event.
- 4) **Deposit** - The applicant will be required to deposit \$150 in cash with the Village Clerk. This is to insure that the park will be left clean after the event and in compliance with other requirements of the Village. The money will be refunded within seven (7) days as long as the applicant has adhered to the requirements specified above.

Upon completion of all requirements, permission to use Village property will be approved by the Board of Trustees at the Village Board meeting following the application date. Failure to comply with the above requirements will jeopardize approval of the use of a Village Park.

Signature of Applicant _____

Approved by Board of Trustees _____

Date _____