

GUIDELINES FOR SUBMISSION OF APPLICATION ARE AS FOLLOWS

1. Complete Application – do not leave any blanks
2. Review the Insurance Requirements for using Municipal Facilities and forward to your insurance carrier for issuance of required certificates. **NOTE:** The Municipal Board reserves the right to require alternative liability limits when applicable.
3. Review the enclosed Bellport Village Policy on Use of Village Facilities.

APPLICATION

Today's Date: _____

Date(s) & Times Requested: _____

Facility Requested: _____

(IF PARADE, PLEASE FILL OUT ATTACHED PARADE APPLICATION)

Name of Organization: _____

If not an Organization, name of Individual: _____

Nature of Event: _____

Will Admission be charged? _____

Will Food be Served?: _____

Group Size: _____

Person(s) in Charge: _____

Address: _____

Phone#: _____

Special Request: _____

The undersigned, an Officer of the Organization requesting use of the Municipalities facilities, or the individual requesting use of the Municipalities facilities, guarantees observance of all regulations governing use of facilities of the Municipality, payment of any charges incurred and states that the organization agrees to indemnify and save harmless the Municipality and the Municipal Board against any and all claims for damages or injury to person or property that may be occasioned by, or arise from, the use of such facilities.

Signed _____

Print Name _____

Title _____

Date _____

PARADE PERMIT

1. Detailed description of any entertainment features and each of the activities of such event to be covered by permit:

of bands _____ # of marching units _____ # of floats _____ # of vehicles _____
of expected participants _____

Additional Comments _____

2. Will equipment to be used for event be solely in ownership and control of the applicant organization YES _____ NO _____

If the answer to #2 is "NO", state name(s) and address(es) or owners and lessors of equipment and arrangements under which equipment is to be used (hired, leased, loaned).

3. Is there a school, library, church, firehouse, etc. that will be affected by the participants?
YES _____ NO _____. If YES, you are required to notify the appropriate authority at the location at least ONE MONTH prior to the event.

4. Has your organization held this event in the past? YES _____ NO _____

5. Set forth detailed description of the street/streets and in what area such event will take place:

Form up will be at (location) _____

6. Describe the exact route event will follow from the starting place to ending place, including streets/highways. Attach a diagram of the route that the event will follow:

7. Detailed statement of any noise-making devices to be operated or maintained:

8. **Include Certificates of Insurance showing your organization's Liability Coverage.**

Annexed hereto is a duly Certified Copy of Resolution of the organization relating to the subject of the event, its' operation and authorization of the undersigned to make application for the permit.

In lieu of the above mentioned Certified Copy of Resolution, a statement on letterhead stationary of organization applying for permit will be accepted.

Organization Name: _____

Signature: _____

Date: _____

APPLICATIONS HAVING BEEN MADE FOR THE PERMIT AS ABOVE SET FORTH AND SUBJECT TO THE TERMS AND EXPRESSED CONDITIONS AND LIMITATIONS CONTAINED THEREIN, THE ABOVE APPLICATION FOR PERMIT IS GRANTED AS REQUESTED FOR THE OPERATION OF THE EVENT SPECIFIED ABOVE. IT IS EXPRESSLY UNDERSTOOD THAT THIS PERMIT IS ISSUED SUBJECT TO THE PROVISIONS HEREIN SPECIFIED AND MAY BE REVOKED OR CANCELLED WITHOUT NOTICE.

Date

Village Clerk, Village of Bellport

Date

Mayor, Village of Bellport

CC: Mayor/Board, Code Enforcement Director, Highway Superintendent, Bellport Fire Department, Fifth Precinct Suffolk County Police Department.

PARADE ROUTE DIAGRAM

A copy of the application will be returned to you when your date is confirmed. This will become your Use Permit.

No one will be allowed to use municipal facilities with out the Application, a copy of the Insurance Certificate, and the fee returned to the Municipality.

Insurance Requirements for Use of Facilities

Organization:

An organization using the facilities must comply with Municipality Use of Facility Standards. It is suggested that the organization maintain at a minimum the following, giving evidence of same to the Municipality in the form of a **Certificate of Insurance, copy of the General Liability Declarations Page and copy of the Additional Insured Endorsement and provide 30 days notice of cancellation, non-renewal or material change.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipalities discretion. The insurance carrier must have an AM Best Rating of at least A-IX. **Workers Compensation and NYS Disability is required for any organization that have employees that will be working on the premises.**

I. COMMERCIAL GENERAL LIABILITY

Coverage	Occurrence - 1988 ISO or equivalent
Limits	General Aggregate \$2,000,000 Products-Comp/Ops Aggregate \$1,000,000 Personal & Advertising. Injury \$1,000,000 Each Occurrence \$1,000,000 Fire Damage (Any one Fire) \$ 50,000 Medical Exp. (Any one Person) \$ 5,000
Additional Insured	Municipality and all appointed and elected officials, employees and volunteers using ISO form CG2005 or equivalent
Unacceptable Exclusions	Athletic Participants and Sexual Abuse & Molestation
Mandatory:	If Alcohol is being served, evidence of Host Liquor Liability is required. If alcohol is being sold, evidence of Liquor Law Legal Liability is required.

II. UMBRELLA LIABILITY - Recommended

Coverage	Umbrella Form or Excess following form of primary General Liability and Automobile Liability
Suggested Limit	\$2,000,000
Additional Insured	Municipality and all appointed and elected officials, employees and volunteers

III. WORKERS COMPENSATION AND NYS DISABILITY

Statutory coverage is required if the Organization has employees that will be working on the premises.