SPECIAL EVENTS/5K APPLICATION

MUST BE SUBMITTED AT LEAST 6 WEEKS PRIOR TO THE EVENT TO THE VILLAGE OF PATCHOGUE, AND THE TOWN OF BROOKHAVEN (SEE ATTACHED)

Application will not be considered, until form is completed and submitted with $25.00 application fee.

PLEASE RETURN COMPLETED APPLICATION TO PARKS & RECREATION DEPT, 380 BAY AVENUE, PATCHOGUE

Date of Event: ____________________________ Time of Event: ____________________________ Rain Date: ______________

Type of Event: ____________________________ Field or Building Requested: ____________________________

Name of organization: ________________________________________________________________

Contact person: ____________________________ Email Address: ________________________________

Address: ____________________________ Town: ____________________________ Zip: ______________

Cell Phone: ____________________________ Home Phone: ________________________________

Is the organization charitable/benevolent/religious? ____________________________
(proof of 501-c-3 status must be provided)

Approximate number of participants: ____________________________

Will food or beverages be served at the event? Yes __ No __
Will alcohol be served at the event? Yes __ No __
Will there be amplified sound during the event? Yes __ No __
Will there be amusement rides during the event? Yes __ No __
Will you be using a tent? Yes __ No __ If yes, you must attach the specifications of tent dimensions.

IN THE EVENT OF AN ACCIDENT, PLEASE NOTIFY THE DIRECTOR OF PARKS & RECREATION IMMEDIATELY!

IT IS MANDATORY THAT YOU HAVE EMS PERSONNEL ON SITE FOR YOUR EVENT!
Will the event include vendors selling products? Yes __ no __
(If yes, please attach a vendor information sheet, listing each vendor, type of product being sold and contact name and number for each vendor)

Please state what provisions have been made for first aid and emergency medical services, if any:

____________________________________________________________

____________________________________________________________

Dates of scheduled planning meetings:

____________________________________________________________

____________________________________________________________

Planning a meeting with various village departments may be required for this event, if that is the case your application will not be considered or brought to the village board for a vote until after the meeting is held.

___________________________________________  ___________________________________________
Signature & Title of Person in Charge  Printed Name

**REQUIRED SUBMISSIONS:**

1. Completed Application
2. $25.00 Application Fee
3. Village field/Building Application
4. Completed Hold Harmless Form
5. Insurance Certificate naming the Village of Patchogue as certificate holder AND additional insured. 
   *(Event will not be allowed without submission of proper required insurance forms).*
6. Additional fees to be determined by services required
7. Additional Information/Forms as requested

**FEES THAT MAY APPLY:**

<table>
<thead>
<tr>
<th>Shorefront 5K Course</th>
<th>Code Enforcement $500</th>
<th>Bandshell</th>
<th>Shorefront Park</th>
<th>Village personnel</th>
</tr>
</thead>
</table>

**ATTACHED YOU WILL FIND:**

| 5-K race application | 5-K race course | Village of Patchogue field use app. |

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Traffic Control</th>
<th>Parking Lot Closure</th>
<th>Road Closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Patrol</td>
<td>SCPD 5th Precinct Approval</td>
<td>3 Hrs. Max</td>
</tr>
<tr>
<td>Other/Additional Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date:__________________________  Village Board Approval Date:____________________________

Fee Charged:______________  Check #:__________  Insurance Certificate:________________________

Director’s Signature:__________________  Commissioner’s Signature:________________________
INDEMNIFICATION/HOLD HARMLESS AGREEMENT

The vendor/contractor/applicant, shall indemnify and hold harmless the Inc. Village of Patchogue, its officers, employees, representatives, and/or agents from any and all liability, damage, loss, claims, demands and actions of any nature whatsoever, for any reason whatsoever, foreseeable or unforeseeable, which arises out of or is connected with, or is claimed to arise out of to be connected with, any undertaking, product, goods, merchandise, products, services sold and/or work supplied, furnished or performed by the vendor/contractor or its subcontractors, agents, servants, or employees, including without limiting the generality of the forgoing, all liability, damages, loss, claims, attorneys, court and adjusting fees, demands and actions on account of personal injury, death or property loss to the Inc. Village of Patchogue, its officers, employees, agents or to any other persons, third parties, or property, but shall not include claims resulting from the gross negligence or willful misconduct of the Inc. Village of Patchogue. This indemnity and hold harmless is intended to be as broad as is permitted by law and to include claims of every kind and nature, including, but not limiting to – tort, under contract; for strict liability or other liability without fault; under statute, rule, regulation or order; and otherwise.

IN WITNESS WHEREOF, the undersigned has duly executed this agreement the____day of___________.

_________________________________
Name of Firm

_________________________________
Address

_________________________________
Vendor/Contractor/Applicant’s Signature

_________________________________
(Please Print Name and Title)

INCORPORATED VILLAGE OF PATCHOGUE
Insurance Requirements for Independent Contractor/Sub-Contractors/Special Event Applicants.

The independent contractor shall maintain at a minimum the following insurance giving evidence of same to Inc. Village of Patchogue on the form of Certificates of Insurance, copies of the General Liability Declaration Page and copy of the Additional Insured Endorsement, providing 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 A.M. Best rating of at least A-IX. All subcontractors must adhere to the same insurance requirements.

**REQUIRED:** The Village of Patchogue Must Be Named as both the “Certificate Holder & Additional Insured” on the certificate of insurance.

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**I. Workers Compensation and NYS Disability**

Coverage: Statutory

Extensions: Voluntary Compensation; All States Coverage

Exemption: CE-200 Certificate of Attestation of Exemption from NYS Workers’ Compensation and Disability Benefits Coverage.

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**II. Commercial General Liability**

Coverage and Limits: Occurrence – 1988 ISO or equivalent

- General Aggregate: $2,000,000
- Products & Completed Operations: $2,000,000
- Personal & Advertising Injury: $1,000,000
- Per Occurrence Limit: $1,000,000
- Fire Damage: $50,000
- Medical Expense: $5,000

Additional Insured: Inc. Village of Patchogue, all elected and appointed officials, employees, employees and volunteers using ISO Form CG2010 (B) or equivalent including Products and completed operations.

Extension – Mandatory: Aggregate Limits to apply per project. Contractual Liability.

Extension – Suggested: Endorsement showing that this policy is considered primary and non-contributory. Waiver of subrogation in favor of additional insured.

Extension – Suggested: Hold Harmless as per the attached or equivalent

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**III. Automobile Insurance**

Limit: $1,000,000 Combined Single Limit

Additional Insured: Inc. Village of Patchogue, all elected and appointed officials, employees and volunteers.

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**IV. Umbrella Liability – Suggested**

Coverage: Umbrella Form, or excess follow form

Suggested Limit: $2,000,000

Additional Insured: Inc. Village of Patchogue, all elected and appointed officials, employees and volunteers.

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**V. Endorsement**

(Included both as Certificate Holder and additional insured) Incorporated Village of Patchogue

14 Baker Street

Patchogue, NY 11772

Parks & Recreation Department

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PERMIT FEE SCHEDULE
Advanced group permits are required for all groups, agencies and organizations. Applications are accepted at: Patchogue Parks & Recreation Department (631) 475-4302 At least three (3) weeks prior to the event.
NO FOOD OR BEVERAGES MAY BE OFFERED FOR SALE IN A VILLAGE FACILITY, EXCEPT WITH THE PERMISSION OF THE COMMISSIONER. MOBILE RIDES ARE PROHIBITED ON VILLAGE PROPERTY

<table>
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<tr>
<th>Facility</th>
<th>Fee</th>
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<tr>
<td>BANDSHELL</td>
<td>$350.00</td>
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NON-PROFIT ORGANIZATIONS

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<tr>
<td></td>
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<td>$50.00 per field</td>
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<td>$75.00 per field</td>
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<td>$600.00 per field</td>
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<tr>
<td>Youth</td>
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<td>$200.00 per field</td>
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OTHER FACILITIES

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