



APPLICATION FOR THE USE OF TOWN OF CARMEL FACILITIES

(Submit completed form at least two weeks prior to event)

(Please print clearly)

Name of Applicant/Organization:	Telephone:
Street:	Email:
City/State/Zip:	Resident Fee Paid: YES _____ NO _____

Description and Purpose of Activity Planned:	
Refreshments to be served? Yes <input type="radio"/> No <input type="radio"/>	** ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN ANY OF THE TOWN PARKS! **
Estimated # of persons in Attendance:	_____ Adults + _____ Children = _____ TOTAL
Date building or grounds to be used:	____/____/____
Hours building or grounds to be used:	: _____ until _____ : _____
Non-Profit? Yes <input type="radio"/> No <input type="radio"/>	(Include set-up and break-down time)
Is material/equipment required from the municipality?*	Yes <input type="radio"/> No <input type="radio"/> * If yes, please complete a Property Disbursement Agreement form
If so, state what types and for what purpose:	
Is event open to public? Yes <input type="radio"/> No <input type="radio"/>	
Will there be donations /contributions solicited? Yes <input type="radio"/> No <input type="radio"/>	
All parks are open to the public; no admission fees are permitted!	

Requested Facility:

<input type="radio"/> Sycamore – Upper Field	<input type="radio"/> Michael Geary Roller Rink	<input type="radio"/> Red Mills Park
<input type="radio"/> Sycamore – Main Building (\$300)	<input type="radio"/> Camarda Park Pavilion*	<input type="radio"/> Camarda Park – Ballfield
<input type="radio"/> Sycamore – Pavilion Area*	<input type="radio"/> Baldwin Meadows Park	<input type="radio"/> Chamber Park
<input type="radio"/> Sycamore – Ballfield	<input type="radio"/> Airport Park	<input type="radio"/> Other: (Specify)
<input type="radio"/> McDonough Park Fields: (Specify field)		

*** PLEASE NOTE: PAVILIONS ARE NOT PERMITTED TO BE USED DURING LIGHTNING STORMS!**

Fees:

\$	\$150—Reserved Picnic Area
\$	\$300—Main Building Rental
\$	\$30 X _____ (# of hours)—Custodial Staff Fee (when required)
\$	\$150—Ballfield (2 Hour Limit) / \$250—Ballfield with Lights (2 Hour Limit)
\$	TOTAL —Check payable to "Carmel Recreation", Cash or Credit Card (Visa or Master Card)
\$300	REFUNDABLE DEPOSIT —Required for all events. The deposit will be returned if no damage nor expense result. Please make separate check payable to "Carmel Recreation"

! INSURANCE REQUIRED ! General Liability Insurance is required in the amount of \$1,000,000 Per Occurrence, holding "Town of Carmel" Additionally Insured. A copy of your Certificate of Insurance must be submitted to the Recreation Department, along with this completed form and the two required checks. Town of Carmel 60 McAlpin Ave., Mahopac, NY 10541

Applicant must pay a Town of Carmel Resident Registration Fee, on-line with Community Pass and be over 21 years of age. Picnics must be comprised of 50% Town of Carmel residents. It is understood that the above-named applicant will be responsible for the entire group adhering to all Rules & Regulations of the Recreation & Parks Department, and I acknowledge that no alcohol will be consumed at this event. **The use of alcoholic beverages in and on parklands is prohibited. Any person found guilty of a violation, upon conviction thereof, shall be subject to a fine and loss of permit.** Please initial: _____

I HAVE READ AND AGREE TO THE CONDITIONS IN THE RENTAL AGREEMENT

I/We release the Town of Carmel and its officials and employees from any responsibility for any liability, claims, loss damages, or actions (including costs and attorney's fees) for bodily injury and/or property damages, to the extent permissible by law, arising out of or in connection with the actual or proposed use of this facility and/or services.

Applicant Signature: _____ Date: _____

FOR TOWN USE

CERTIFICATE OF INSURANCE: <input type="radio"/> Has Been Provided <input type="radio"/> Will be Provided	
<input type="radio"/> Approved <input type="radio"/> Disapproved by: _____	Title: _____ Date: _____
REFUNDABLE DEPOSIT: Cash: \$ _____	Check: # _____ Returned: ____/____/____
Reason withheld: _____	