

Town of Warwick Room Applications

Town of Warwick
132 Kings Highway, Warwick, NY 10990
(845) 986-1124 Ext. 248 Fax (845) 987-1499

APPLICATION NUMBER: #TH _____

APPLICATION FOR USE OF THE TOWN HALL ROOMS

- 1) DATE/S _____ TIME: FROM _____ TO _____
- 2) DAY/S OF THE WEEK _____
- 3) ROOM REQUESTED AND FEE: **
Large Town Hall Meeting Room - \$40.00/occasion _____
Senior Center - \$50.00/occasion *** _____
Court Room - \$20.00/occasion _____
Small Conference Rooms - \$10.00/occasion _____
**NOTE: Not-For-Profit Organizations are exempt from any fees. MUST provide documentary proof of being a Not-For-Profit Organization.
- 4) Group using Facility _____
- 5) Estimated Number of Participants _____
- 6) Representative of Group _____
- 7) Address _____ Phone # _____
- 8) Nature of Activity _____
- 9) Describe Method of Supervision _____
- 10) Will kitchen area be used? (Senior Room ONLY) *** Yes _____ No _____
THERE IS A CHARGE OF \$50.00/OCCASION TO USE THE KITCHEN

IF THIS APPLICATION IS APPROVED, THE FOLLOWING REGULATIONS APPLY:

- A. Room must be cleaned & left in the same condition before leaving.
- B. The applicant must agree, IN ADVANCE, to reimburse the TOWN Promptly for any loss or damage occurring during the use of TOWN FACILITY.
- C. Adult supervision must be provided at all times.
- D. The Town Board requires insurance protection. A certificate showing evidence of insurance naming the Town of Warwick as "Additional Insured" and "Certificate Holder" MUST BE MADE AVAILABLE PRIOR TO USE OF THE TOWN FACILITY. REQUIRED AMOUNT OF INSURANCE IS ONE MILLION DOLLARS.
- E. The use of ANY alcoholic beverages is STRICTLY PROHIBITED.
- F. The Town will assume no responsibility for any properties left in facility by the applicant.
- G. Key must be returned to POLICE DEPARTMENT DISPATCHER IMMEDIATELY following event.
- H. If the key is lost you or your group will incur the costs of having the locks replaced.
- I. All fees must be paid prior to use (if applicable)

"THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS READ, FULLY UNDERSTANDS, AND AGREES TO ABIDE WITH ALL THE CONDITIONS AS SET FORTH FOR THE USE OF THE TOWN HALL ROOM/S."

DATE _____ SIGNATURE OF REPRESENTATIVE _____

APPROVED:

DATE

SUPERVISOR'S SIGNATURE

Hold Harmless Agreement

1. In consideration for receiving permission to utilize town property, I hereby release, wave, discharge and covenant not to sue the Town of Warwick, their officers, agents, servants, or employees (here after referred to as releases) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or any of the property belonging to me, whether caused by the negligence of the releases, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.
2. I am fully aware of the risks involved and hazards connected with private activities included in public venues, and hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me or any loss or damage to property owned by me, as a result of being engaged in such an activity, whether caused by the negligence of the releases or otherwise.
3. I further hereby agree to indemnify and hold harmless the releases for any loss, liability, damage or cost, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by the negligence of the releases or otherwise.
4. I understand that the Town of Warwick does not maintain any insurance policy covering any circumstance arising from my participation in this event or any activity associated with or facilitating that event. As such, I am aware that I should review my personal insurance portfolio.
5. It is my express intent that this waiver of liability and hold harmless agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above named releases. I hereby further agree that this waiver of liability and hold harmless agreement shall be construed in accordance with the laws of the State of New York.
6. In signing this release, I acknowledge and represent that I have read the foregoing waiver of liability and hold harmless agreement, understand it and sign it voluntarily as my own free act and deed, no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least 18 years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by the same.

In witness thereof, I have hereunto set my hand and seal on this day of

Witness

Applicant