

TOWN OF WARWICK

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Application for Use of Thomas P. Morahan Waterfront Park for a Special Event

(Not Available During Beach Season – Memorial Day to Labor Day)

Terms for Event are attached

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone: (Home): _____ (Cell): _____

Event Date: _____ Time: _____ No. of People: _____

Name and Telephone #s of Caterer, Tent Co., DJ, etc.:

The Undersigned hereby certifies that they will abide by all stipulations listed on this application, and that they are fully aware that they are responsible for the Town property during their group or organizations usage of the facilities.

Applicant's Signature: _____ Date: _____

Town Use Only

Application requirements: The following fees are required for use of the Town of Warwick Beach facilities.

Use of Beach Facilities Fee (Town Residents Only) \$500.00

Refundable Clean-up Deposit \$100.00

(Must be requested within 30 days following the event)

Use of On-Site Electric Fee \$ 50.00

Total Fees Received: _____

Permit Issued By: _____ Date Fees Received: _____

SPECIAL EVENT FEE: Thomas P. Morahan Waterfront Park
Limited to a maximum capacity of 150 people.

Not Available during beach season – Memorial Day to Labor Day

Fee: - Town Residents only - \$500.
Clean Up Deposit - \$100 Refundable

A signed permit must be filed with the Town Clerk 30 days prior to the event along with a signed indemnification and hold harmless agreement as well as a General Liability Special Event policy with a minimum limit of \$ 1 million per occurrence coverage naming the Town of Warwick as additional insured. Waiver of Subrogation must be indicated on the certificate of insurance, if available.

1. Tents are not provided by the Town, may not exceed 3200 square feet in size and must be set up only in the designated area.
2. Please provide contract from rental company listing tent size(s) and items rented including dance floor, tables, chairs, lights, inflatable(s), activity center(s), etc.
3. All tents, portable dance floors, fixtures, etc. approved for this area is/are for a period of 24 hours. Failure to remove the tent(s) and floors within the specified time allotted may result in forfeit of the deposit. Any specifications and/or restrictions on set-up will be at the discretion of the Town.
4. An additional \$50 fee shall be assessed for the use of electricity.
5. The rental fee payment must be received 30 days prior to the date of your event in the form of cash, money order or check made payable to the Town.
6. Application: Include name & phone number of caterer, tent co., DJ, etc.
7. The general public has access to bathroom facilities located in the building if opened.
8. Adult functions only, i.e. business and family. Children must be supervised by parents/legal guardians.
9. Wedding ceremonies (specific location on grounds).
10. Memorial services (specific location on grounds).
11. Permit holder to provide a minimum of two port-a-johns (one regular and one handicapped) for all groups up to 100 and one additional for the next 100.
12. All events must terminate by 10 p.m. followed by a one-hour period for cleanup. All persons must be off premises by 11 p.m.
13. All lights must be turned off and park cleaned and secured upon departure.

14. All food, beverages, etc. not removed from premises at the end of the event will be discarded.

15. All trash to be deposited in plastic bags and tied securely. Bags to be left at dumpster near bath house.

16. Town of Warwick sponsored events will have priority use if scheduled first.

17. Certificates of insurance required for all businesses, corporations, caterers, disc jockeys, bands, tent companies, suppliers (tables, chairs, etc.) providing a service on Town property. A minimum of \$1,000,000 in Commercial General Liability must be provided to the Town of Warwick naming the Town of Warwick as additional insured for each event. All of the above mentioned businesses, vendors or suppliers must also sign an indemnification / hold harmless agreement in favor of the Town of Warwick. Waiver of Subrogation must be indicated on the certificates of insurance, if available.

18. Swimming is strictly prohibited.

- Compliance with all Town and Village ordinances is required, including the noise ordinance.
- Any extraordinary Village or Town police costs directly associated with this event will be the responsibility of the permit holder.
- Parking on site is limited. Once the park parking lot is full Village parking regulations regarding on street parking must be obeyed. Off site parking should be arranged in advance.