

# Town of Warwick Wickham Woodland Manor Room Application

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

Permission is hereby issued to: \_\_\_\_\_

Date of Event \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_

**FEE:**

A fee of \$150.00/occasion is required

**A deposit of \$300.00 is required in addition to the above fees. If grounds are restored to original condition and rules and regulations have been complied with, the \$300.00 deposit will be refunded, if applied for within 30 days following your party.**

Estimated Number of Participants (not to exceed 99) \_\_\_\_\_

Address \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_

Type of Party \_\_\_\_\_

Describe Method of Supervision \_\_\_\_\_

Proof of Residency: \_\_\_\_\_

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FEES: \$ \_\_\_\_\_

PLUS DEPOSIT: \$300.00

TOTAL RECEIVED: \$ \_\_\_\_\_

Date Fees Received: \_\_\_\_\_ Permit Issued by: \_\_\_\_\_

Proof of Insurance: Liquor: \_\_\_\_\_ Liability: \_\_\_\_\_

**IF THIS APPLICATION IS APPROVED, THE FOLLOWING REGULATIONS APPLY:**

- 1) Under NO Circumstance may you make a Profit using Town Property.**
- 2) Room must be cleaned & left in the same condition before leaving. All parties must end no later than 12:00 AM (Midnight)**
- 3) Any damage to Town facilities shall be promptly repaired at the user's expense. No exceptions. If Town personnel are not available, make sure all doors are locked and lights are turned out when leaving.**
- 4) Adult supervision must be provided at all times.**
- 5) 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.**
- 6) The Town will assume NO responsibility for any properties left in facility by the applicant.**
- 7) Key MUST be returned to POLICE DEPARTMENT DISPATCHER IMMEDIATELY following event.**
- 8) If the key is lost you or your group will incur the costs of having the locks replaced.**
- 9) All fees MUST be paid PRIOR to use (if applicable)**
- 10) If ANY alcoholic beverages are being consumed, the Town Board requires insurance protection. A certificate of liquor liability 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.**
- 11) Person signing the permit must be a Town of Warwick resident and is responsible for the club, team or group to which this permit is issued.**
- 12) There will be a charge for excessive amounts of garbage that may be generated from events such as Bar-B-Ques. Applicants are urged to bring extra plastic garbage bags to facilitate clean-up.**
- 13) PLEASE RECYCLE – All Recyclable items MUST be rinsed and placed in containers provided. (All Glass, Plastics #1 & #2 ONLY, Aluminum Cans, Tin Cans-remove labels)**
- 14) Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.**
- 15) The emergency telephone number for police, fire and ambulance is 986-5000 or 911.**

**"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 WICKHAM WOODLAND MANOR."**

Date \_\_\_\_\_

Signature of Representative \_\_\_\_\_

\*Updated 3-5-2019