

**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 \$250.00/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: \_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

## 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 owned by me, as 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 my 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 is voluntarily as my own free act and deed, no oral representatives, 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 to be bound by the same.

In Witness thereof, I hereunto set and seal on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

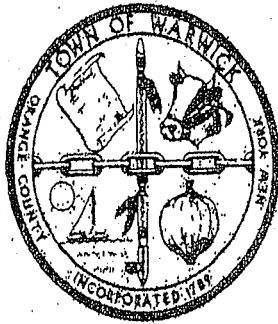
Witness

Applicant

\_\_\_\_\_

\_\_\_\_\_

# TOWN OF WARWICK



EILEEN ASTORINO  
TOWN CLERK  
132 Kings Highway  
Warwick, New York 10990  
Tel: (845) 986-1124, ext. 248  
Fax: (845) 987-1499

Carolyn Purta, Deputy Town Clerk  
Melissa Stevens, Registrar & Deputy Town Clerk

## Request to Serve Alcoholic Beverages

NAME: \_\_\_\_\_

PERMIT#: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

- Request must be submitted within 10 days prior the date of the event

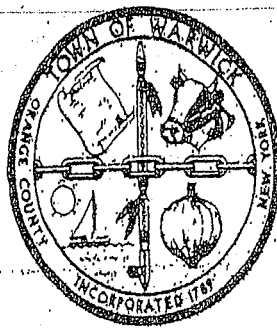
OFFICE USE ONLY:

\_\_\_\_\_  
Received by & Date

\_\_\_\_\_  
Town Board Approval

\_\_\_\_\_  
Date Approved

# TOWN OF WARWICK



Melissa Stevens, Registrar & Deputy Town Clerk  
Carolyn Purta, Deputy Town Clerk  
Fax: (845) 987-1499

EILEEN M. ASTORINO  
TOWN CLERK  
132 Kings Highway  
Warwick, New York 10990  
Tel: (845) 986-1124, ext. 246

## RETURN DEPOSIT REQUEST

NAME: \_\_\_\_\_

PERMIT#: \_\_\_\_\_

DEPOSIT FEE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

• Request must be submitted within 30 days from the date of the event

OFFICE USE ONLY:

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

REFUND CHECK # \_\_\_\_\_



## EXAMPLE CERTIFICATE CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/03/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Name of Insurance Agency Address Phone Number	<b>CONTACT</b> NAME: _____ PHONE (A/C No. Ex): _____ FAX (A/C No): _____ E-MAIL ADDRESS: info@theeventhelper.com INSURER(S) AFFORDING COVERAGE _____ NAIC# _____ INSURER A: Insurance Company INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
<b>INSURED</b>  Name of Group Requesting Address Phone Number	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability		Y	Policy #	05/30/2021	05/31/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER: \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					12:01 AM	12:01 AM
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			Policy #			EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 DED RETENTION \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Liquor Liability			Policy #			\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured

As respects to general liability, certificate holder additional insured on a primary & non contributory basis as per written contractor agreement "In place of a \$1 million umbrella the underlying limit can be \$2 Million aggregate in addition if any alcohol is being consumed.

**CERTIFICATE HOLDER**
 Town of Warwick  
 132 Kings Highway  
 Warwick, NY 10990
**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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