PERMIT NO._____2004
APPLICATION FOR USE OF VILLAGE PARKS

NAME OF GROUP OR ORGANIZATION

NAME OF THE PARK TO BE USED ( ) OTTAWAY PARK ( ) MOORE PARK

DATE OF USE: TIME: ( ) 11:00 a.m.- 4:00 p.m. ( ) 4:00 p.m.- 9:00 p.m.

CONTACT PERSON(S) PHONE:

ADDRESS:

NATURE OF ACTIVITY

(include special conditions that might be required)

SIZE OF GROUP (Approximate)

WILL ADMISSION BE CHARGED TO YOUR EVENT? ( ) YES ( ) NO

WILL ALCOHOLIC BEVERAGES BE SOLD ( ) YES ( ) NO CONSUMED ( ) YES ( ) NO

IF YES, PROOF OF INSURANCE MUST BE SUPPLIED BEFORE DATE OF USE

I hereby certify that the above mentioned group and guests agree to abide by the rules of the Parks, and agree to indemnify and hold the Village and its officers, employees, and servants harmless from any liability, claim, demand or judgment arising from its use of and activities at the Park.

FEE: (Payable at time of reservation) RECEIPT NO.

SIGNATURE: PRINT NAME:

(If different from above)

ADDRESS: (If different from above)

PLEASE NOTE THE FOLLOWING RULES:

1. **BOTH PARKS: Requests must be made by and for Village of Westfield or Town of Westfield non-profit organizations.**

   a. **Requests must be made at least 30 days prior to the desired date of use and on this form (the 30 days requirement may be waived only if circumstances necessitate it). The form must be completed with all information and turned into the Superintendent of Streets for consideration.**

   b. **Requests will be approved on a case-by-case basis considering not only the information supplied but also other events or circumstances that might have an impact on the decision. Annual Village event (i.e. Arts & Crafts, Ox-Roast) will be given priority.**

2. **MOORE PARK: Approval of events will be on a case-by-case basis considering not only the information supplied but also other events or circumstances that might have an impact on the decision. Using group will be responsible for cleanup and waste disposal.**

3. **OTTAWAY PARK: In the event of the sale and/or consumption of alcohol, the using organization may be required to show proof of insurance coverage, bonds or proof that all legal requirements have been met concerning the sale, consumption or dispensing of alcohol on Village property. Using group will be responsible for clean-up and waste disposal.**

SIGNED: DATE:

Street Superintendent

SIGNED: DATE:

Deputy Village Clerk