

INCORPORATED VILLAGE of WESTHAMPTON BEACH  
Application for Use of Village Property for Commercial Purposes



Instructions To Applicants

Please submit two (2) copies of this form, along with a completed **Certificate of Comprehensive General Liability Insurance** as described below, and an Application Fee of \$100.00 per day, to the:

Village Clerk of the Incorporated Village of Westhampton Beach  
165 Mill Road, Westhampton Beach, New York 11978-2344

Completed Application, including \$100 fee per day and Certificate of Comprehensive General Liability Insurance should be received two (2) weeks prior to requested date of use.

Application for use of Village property is made on behalf of:

\_\_\_\_\_  
(Name of Group or Organization)

Address: \_\_\_\_\_

Telephone and Fax: \_\_\_\_\_ Person to Contact: \_\_\_\_\_

**Information on Village Property Desired for Use**

Date(s) and Hours Requested: From \_\_\_\_\_ To: \_\_\_\_\_

Nature of Event for which Village property use is desired (describe in detail): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Department:  Police  Fire  Public Works  Insurance Agent  Other \_\_\_\_\_

Facility Location and Description: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

**Rules for the Use of Village Property for Non-Village Related Purposes**

1. Alcoholic beverages of any kind are prohibited on Village property except by permission of the Village Board, which may be withheld. If permission is granted, New York State Liquor Authority approval shall be obtained.
2. No admission fees may be charged for functions conducted on Village property.
3. If cancellation of this application is desired, it should be done at least three (3) days prior to the event by notification to the Village Clerk. There will be no refund of the \$100 per day fee.
4. The user of the Village property must leave it in good order after its use.
5. The user must return all furniture and fixtures used by them to their original location.
6. Applicant agrees to indemnify and hold harmless the Incorporated Village of Westhampton Beach, its employees, officers, agents, and any other person acting on the Village's behalf, against loss or expense, including attorney's fees, except in cases of the Village's sole negligence, for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in the consequence of the use of the property covered by this agreement, whether such injury to persons or damage to property are due or claimed to be due to any active or passive negligence of the Village, its employees, officers, agents or any other persons.
7. This application shall be accompanied by a Certificate of Comprehensive General Liability Insurance containing the following language:

"The Incorporated Village of Westhampton Beach is included as an additional insured with respects to (description of event or activity) to be held ( specific date(s) at (specific location))."

... with limits of not less than \$1,000,000 per person / \$2,000,000 per occurrence for bodily injury, and \$2,000,000 per occurrence for property damage.

Failure to supply the necessary insurance coverage will result in disapproval of this application. The Village Trustees may require lower or higher limits of protection in certain specific instances. Any insurance policy submitted under this paragraph must contain a rider naming the Village as an insured for "host liquor liability," and said policy in all respects must be approved as to form by the Village Attorney and Village insurance agent.

- 7a. Application by an individual for private use involving less than 25 people will be considered subject to the above paragraphs One through Seven provided the sponsoring individual shall evidence a current in force personal liability policy with at least \$300,000 limit.

Name of Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

# Certification by Applicant

I/We, are duly authorized representative(s) of the group or organization named in this application, have read and agreed to abide by the aforesaid rules.

\_\_\_\_\_  
Signature of Applicant's Representative

\_\_\_\_\_  
Signature of Presiding Officer (Print Name and Title)

## INCORPORATED VILLAGE of WESTHAMPTON BEACH Use of Village Property for Non-Village Purposes

**Purpose:** To establish a procedure for processing applications for use of Village property by organizations or individuals.

**Scope:** This rule applies to all Village property that is deemed acceptable for use by the public.

**References:** Application form required, together with rules thereon, plus proper insurance certificates and fees.

**Policy:** It is the policy of the Village of Westhampton Beach to make Village property available to citizens and certain organizations whenever that property is not in use by the Village government and when it is otherwise deemed suitable to do so. Groups will be permitted to use the Village property based on the following sequence of priorities:

- A. Village departments or agencies.
- B. Agencies supported in whole or in part by the Village.

Groups or activities excluded from use of Village property include those that:

- A. Are political entities.
- B. Are of a dangerous nature.
- C. Discriminate against persons on the basis of race, creed, color, age, sex or national origin.

Village properties which house so-called sensitive government offices are not available to outside groups. These include, but are not limited to, the Village Office, Police Station, Fire Department area and Department of Public Works area.

Expenses above the \$100 per day fee incurred by the Village or any of its agents during the course of processing this application shall be reimbursed by the applicant prior to consideration of application.

**Procedure:** Request must be submitted to the Village Clerk on this Application Form, together with the necessary insurance certificate(s) and \$100 fee, two (2) weeks prior to the event date.

The Village Clerk will bring the matter to the Mayor's attention for approval as soon as practical. If the Mayor deems it necessary for the Trustees to approve this application, the Mayor shall have the Village Clerk proceed accordingly. In any event, the Village Clerk shall keep the Trustees advised of application pending or approved as they are received.

Approval shall be given as soon as all requirements are met. Receipt of application by date and time shall determine priority of use.

Multiple use of the same property shall be at the decision of the Mayor or the Trustees. Such use will not change the individual user's requirements or acceptability.

**Exception:** The Village of Westhampton Beach Fire Department and Westhampton Beach War Memorial Ambulance Association shall not be obliged to submit applications under this regulation.

\_\_\_\_\_  
Space Below Is For Village Use Only

Date Application Received: \_\_\_\_\_  Application Approved  Disapproved

Date: \_\_\_\_\_  
(Signature of Mayor or Mayor's Designee)

Approval of Incorporated Village of Westhampton Beach Trustees (if necessary) Date: \_\_\_\_\_

Date: \_\_\_\_\_  
(Signature of Village Clerk)