



EVENT PERMIT RULES AND REQUIREMENTS POLICY

General Information

Any organized activity in a Village of Larchmont (the “Village”) park with **15 or more** people, requires a permit from the Village. Permits are available for the following parks: Addison Park, Constitution Park, Flint Park (not fields), Kane Park, Playhouse Plaza Park, Pine Brook Park, Woodbine (Willow) Park, and Turtle Park.

Events for which permits are required include, for example, block parties, school picnics, wedding ceremonies, educational workshops, birthday parties, concerts, and field days.

The event permit only gives the Permittee permission to use the Park on the designated day and time of the event. Permittee will respect public’s right to access all areas of Park during event.

Events which include **50 or more** people are subject to the approval of the Village Board.

While a permit does not guarantee exclusive use of an area within the Park, it gives Permittees the right to hold their event in a specific area and ensures that other groups are not issued a permit to use the same space.

This event permit does not apply to the use of fields or parks for any sporting events organized by leagues, schools, or individuals.

This event permit also does not apply to any commercial filming in Village parks.

Holiday Weekends and Other Village Events

The Village will try to accommodate requests for event permits. However, it is sometimes necessary to offer the applicant different times, locations, or dates for events, due to the volume of requests and Park rules and conditions.

Depending on the details of the permit, the Village may be able to accommodate permits on holiday weekends. However, permits will not be issued for the holiday day proper. For example, while permits may be issued for events on the Saturday and Sunday prior to Memorial Day, a permit would not be issued for Memorial Day itself.

In addition, an event permit will not be issued on dates where the Village will host an event in a park, such as Larchmont Day or the Rag-a-Muffin Parade.

Cost for Event Permit

The costs for an Event Permit will be set by the Village Board and will be included on the Village’s Fees and Charges Schedule.

Indemnification

The Permittee shall be required to defend, indemnify, and hold harmless the Village of Larchmont and its members, officers, agents, and employees from and against damages for injury to or death of persons and for damage to or destruction of Village property or others occurring in connection with the Permittee’s event permit and caused by the acts, omissions, neglect, or misconduct of Permittee or any of its employees, agents, contractors, licensees, or guests in the conduct of Permittee’s operations under the event permit. The Permittee assumes all risk of loss of the Village’s property or that of its agents, employees, contractors, and guests. Permittee’s liability is not limited to the insurance coverage provided.

Insurance

Private groups larger than 50 persons, businesses, and non-profit organizations must provide the Village with a Certificate of Insurance naming the Village of Larchmont as additionally insured for the event and date(s) in the minimum limits of \$1,000,000 General Liability (occurrence), \$5,000,000 Excess/Umbrella Liability (occurrence), Workers' Compensation and Employers' Liability (if applicable) \$100,000 each accident.

Some other events may require a certificate of insurance, to be determined by the Village Administrator.

How to Apply for Permit

A Completed Permit application must be submitted to the Village Clerk, either in person or by email (villageclerk@larchmontny.gov) who will process and inform the applicant of approval.

The approved permit must be brought to the scheduled event.

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Amplified Sound

Amplified sound and or loud music is generally not permitted and will be decided on a case-by-case basis.

Clean-Up Requirements

Permittees will provide their own trash and recycling bags, and clean up during and after event, using trash cans provided in the area, if any. For any event that takes place on a weekend, Permittees must take their trash with them and may not leave it in any Village trash can. Permittee agrees to leave the premises in the same conditions found at the start of the event. If food is being catered or delivered, Permittee is responsible for the removal of containers and/or boxes.

Damage

The Permittee is responsible for any damage related to the Permittee's acts or omissions occurring under the event permit and is responsible for all costs associated with promptly restoring the damaged premises subject to the Village's reasonable satisfaction.

Equipment

Any equipment the Permittee plans to use during an event must be disclosed in the permit application and is subject to Village approval.

Food and Beverages

Permittees may serve food and non-alcoholic beverages provided they comply with the Clean Up Requirements. Barbecuing (propane or fire of any sort) is prohibited..

Food tosses, of any kind, are not permitted.

Golf Clubs

Golf Clubs are not permitted in any Village park.

Inflatables

Permittees may not use inflatables which means balloons or displays that are expanded with air or gas and used for event promotion, logo placement, product display, or recreational purposes.

Refundable Deposit

A Refundable Deposit may be required based on the type of event. The deposit is to ensure that the condition of the premises used by Permittees in connection with the event permit is unaffected by the event, and to cover any repair or restoration costs related to the event.

The foregoing repair/restoration cost coverage obligations do not apply to any damage existing prior to Permittee's access and use of the premises. Permittee's obligation to pay for the repair and restoration costs associated with the Permit is not limited to the amount of the Refundable Deposit.

Refundable Deposit amounts unused by the Village shall be returned to Permittee within fifteen (15) days.

Tables and Chairs

Tables and chairs are permitted and must be included on the permit application.

The Village of Larchmont does not provide tables, chairs or other required equipment.

Tents, Signs, and Banners

Tents are not permitted. Signs and banners require permission and must be included on the permit application. No signs or banners can be affixed to trees. Permittees must hang signs or banners in a way that does not cause damage to physical structures.

Water, Electricity, or Other Park Services

Depending upon the Park, the Village may be able to provide access to electricity or water at events. Any requests for services should be clearly included in event permit application.

Flint Park

In addition, the following are prohibited in Flint Park:

- a. Dogs or other domesticated animals.
- b. Activities of a commercial nature, including, but not limited to, the sale of goods or the charging of any fee for attendance at any event.
- c. Fundraising activities of any kind.

Failure to comply with these rules may result in the immediate revocation of the Permit, ejection from the park and possible fines.

In the event of an emergency, call the Larchmont Police at 914-834-1000.

EVENT PERMIT APPLICATION

General Information

Name of Event: _____

Purpose of Event: _____

Activities Planned: _____

(Attach a separate sheet if not enough space)

Contact Person: _____ Organization (If Applicable): _____

Contact Phone Number: _____ Contact Email: _____

Contact Address: _____

Date(s) and Times of Event: _____

Event Location (Choose the Parks(s) or indicate the Village roadway or property):

Village Parks:

- Addison Park Constitution Park Flint Park
- Kane Park Playhouse Plaza Park Pinebrook Park
- Turtle Park Willow Park

Village Roadway (Block Party) or Other Village Property (Parking Lots, Sidewalks, Library, Village Hall):

Other Information

Anticipated Number of Participants (Organizers, Helpers, and Attendees): _____

Setup and Equipment: _____

Special Requests/Comments: _____

ACKNOWLEDGEMENTS: The undersigned is over 21 years of age and has read this Permit, the attached fee schedule, and the attached "Event Permit Rules and Requirements Policy", and agrees that the applicant and all users covered by this Permit will comply with them. Failure to comply with the rules will result in immediate ejection of all users, revocation of this Permit and forfeiture of any security deposit given in connection with this Permit. Applicant will be billed for all requested time regardless of use. No make-up dates or refunds will be given, including for weather-related closures.

HOLD HARMLESS AGREEMENT. The undersigned, on behalf of him/herself, the Applicant and each person participating in the proposed use of Village of Larchmont property, facilities and/or services, does hereby covenant and agree, to defend, indemnify and hold harmless the Village of Larchmont, its Board of Trustees, employees and staff from and against any and all liability, loss, damages, claims or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of in connection with the actual or proposed use of Village of Larchmont property, facilities and/or services.

AGREED AND ACKNOWLEDGED: _____ **Date:** _____

The applicant listed above is hereby granted a Permit by the Village of Larchmont to use the facilities in the area specified above for the activities specified above on the dates and for the time periods specified above. This Permit is non-transferable. This Permit is given subject to the specified facilities being open on the specified date and time; if the park is closed, the Permit shall be considered null and void for such use.

---For Village use only---

Permit Number: _____

Approved: YES / NO

Fee: _____

Village Official: _____

Date: _____

PLEASE BRING THIS PERMIT WITH YOU TO YOUR SCHEDULED EVENT