

Minutes of the Work Session Meeting  
Of the Board of Trustees of the  
Village of Larchmont, N.Y.  
**held on Monday, October 17, 2022**

**PRESENT:** Mayor Lorraine Walsh  
Trustees Sarah Bauer  
Peter Fanelli  
Brigid Brennan  
Dana Post

**Also present:** Administrator Datino

On motion of Trustee Post, seconded by Trustee Bauer, and unanimously carried, it was:

**RESOLVED,** to authorize the Mayor to execute the 2023 Farmer's Market operating plan with Down to Earth Markets.

**RESOLUTION**

Auth. Mayor to execute Farmer's Mkt. Operating Plan

On motion of Trustee Bauer, seconded by Trustee Post, and unanimously carried, it was:

**RESOLVED,** to approve the Park event permit and rules and regulations policy.

**RESOLUTION**

Approve Event permit & rules & Regulations

**EVENT PERMIT RULES AND REQUIREMENTS POLICY**

**General Information:**

**A. Events for Which Permits Are Needed**

If you would like to have any organized activity in a Village of Larchmont (the "Village") park or street with **15 or more** people, you must apply for an event permit from the Village. The following are parks within the Village of Larchmont: Addison Park, Constitution Park, Flint Park, Kane Park, Lorenzen Park, Parkway (Playhouse) Park, Pine Brook Park, Woodbine (Willow) Park, and Vanderburgh (Turtle) Park (collectively, "Parks" and individually, "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 you and your group permission to use the Park on your designated day and time. Permittee will respect public's right to access all areas of Park during event.

Events which include 50 people or more 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. You should always keep a copy of your permit with you on the day of your event.

This event permit does not apply to the use of fields or parks for any sporting events organized by leagues, schools, or individuals. The fee structure to use Village parks for sporting events can be found at \_\_\_\_.

This event permit also does not apply to any commercial filming in Village parks. The Village filming permit can be found at \_\_\_\_.

**B. 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 your permit, we may be able to accommodate permits on holiday weekends. However, we will not issue permits for the holiday day proper. For example, while we may issue permits for events on the Saturday and Sunday prior to Memorial Day, we would never issue a permit for Memorial Day itself, as we keep spaces clear on these days for public use on a first-come, first-served basis.

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.

### **C. Cost for Event Permit**

The costs for an Event Permit can be found on the Village's Fees and Charges Schedule here \_\_\_\_\_.

### **D. Where to Apply for Permit**

You can assess a permit application at [www. \\_\\_\\_\\_](http://www.____) or by visiting the Village Clerk at Village Hall.

All completed applications, including fees and/or required deposits, must be submitted to Brian Riley, Village Hall, 120 Larchmont Avenue, Larchmont, NY 10538. Applicants may also email a copy to [villageclerk@villageoflarchmont.gov](mailto:villageclerk@villageoflarchmont.gov).

### **E. Indemnification**

The Permittee shall 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.

### **F. Insurance**

Some events require a certificate of insurance. For more information contact us at \_\_\_\_\_.

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.

### **Rules and Restrictions**

#### **Amplified Sound**

Amplified sound is generally not permitted and is 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.

#### **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. No glassware or glass containers are allowed.

Food tosses, of any kind, are not permitted.

#### **Equipment**

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

**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. You must inform the Village on your application if you plan to use tables and chairs at your event.

**Tents, Signs, and Banners**

You must inform the Village on your application if you plan to hang signs or banners at your event. 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. No tents are permitted.

**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.

Want to make your event sustainable? We work to make sure every event follows best practices to help the environment. Please download our

**Sustainable Events Guidelines** [PDF] for advice on how to make your event environmentally sustainable.

On motion of Trustee Bauer, seconded by Trustee Fanelli, and unanimously carried, it was:

**RESOLVED**, to approve Holiday Parking, December 9<sup>th</sup> to December 26, 2022, Free Shoppers parking in all metered zones, time limit regulations remain in effect.

**RESOLUTION**

Approve **H**oliday  
**P**arking 12/9-12/26  
**M**etered Zones