

VILLAGE OF MAMARONECK RECREATION
 Harbor Island Park, Beach Pavilion, Mamaroneck, NY 10543
 Phone - 914-777-7784, Fax - 914-777-7768, Info. - 914-777-7763 - Recorded Messages
 www.village.mamaroneck.ny.us/rec

NEED 45 DAYS PRIOR NOTICE
PERMIT FOR USE OF RECREATION AND/OR PARK FACILITY

Organization applying _____ Contact Person _____

Address _____ City/State/Zip _____

Phone DAY _____ EVE _____ CELL _____

E-Mail _____ FAX _____

Location desired: Please check choice(s)

Softball Fields	Lanza #7	Lanza #8	Gronberg #6	Cunningham #5	Goetze #1
Soccer Fields	Field #2	Field #3	Croce Field #4	Rushmore	
Pavilion	Blue Room	Red Room	Side Deck	Back Deck	Lobby
	Room C	Vending Area			
Other	Columbus Park	Florence Park	Sprayground	Stanley Ave. Park	
	Stage	Playground	Pavilion Field	Pavilion Patio	Beach
	Cold Picnic Resident	Barbecue Non-resident	Band/DJ Profit Org.	Entertainment Non-profit org.	Alcohol

Purpose: _____ **#of people expected** _____

Check Day(s): SAT SUN MON TUES WED THURS FRI

Date(s) of Event _____

Rain date(s): _____ **Time(s):** _____

Signature *** _____ **DATE** _____

Checks payable to: Village of Mamaroneck

For Office Use Only:		
Permit Disapproved <input type="checkbox"/>	Permit Approved <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
Fee: _____	Refundable Deposit: _____	Received _____
Conditions _____ _____ _____		
Comments _____ _____ _____		
***SEE BACK		
Recreation Superintendent _____		Date _____

SAMPLE

ACORD™ CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)
4/19/2010

PRODUCER FAX
Insurance Agent/Broker name
Insurance Brokers mailing
address

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Name & Address

SAMPLE: NON CONTRACTOR/BASIC
INS. REQUIREMENTS

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Must be rated "A", 9 or	
INSURER B: better.	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Policy #	eff. date	exp. date	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
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	#			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	#			AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	#			EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	#			WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER	#			

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Certificate holder is included as additional insured

CERTIFICATE HOLDER

 Village of Mamaroneck
 Attn: Village Manager
 123 Mamaroneck Ave.
 Mamaroneck, NY 10543

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE
 INSURANCE BROKER SIGNATURE

Instructions for use of Recreation and/or Park Facility

1. Requests for permits must be submitted to the Recreation Department at least 45 days prior to date requested. Preference is given to resident groups.
2. A certificate of insurance in the amount of \$1,000,000.00 must be submitted to the Recreation Department upon approval of the request. Certificate of Insurance must meet with approval of the Village Insurance Company. Please show this portion of this application to your insurance carrier.
 - a. The certificate of insurance must be submitted to the Recreation Department twenty (20) business days prior to event.
 - b. The certificate of insurance must name the Village of Mamaroneck as an additional insured, 123 Mamaroneck Avenue, Mamaroneck, NY 10543.
 - c. The date of the event and the location must be on the certificate of insurance.
 - d. The words "endeavor to" in the cancellation section of the certificate of insurance must be removed by the insurance company (see attached).
 - e. If there is a disclaimer, an endorsement must be attached.
3. The Recreation Department must be notified as soon as possible if event is cancelled.
4. Any fee charged must be paid upon permit approval.
5. Permission to serve alcoholic beverages:
 - a) requires permission of the Mayor and Board.
 - b) a letter should be written to the Village Manager asking him to present the request to Mayor and Board.

Village Manager, Richard Slingerland
123 Mamaroneck Avenue
Mamaroneck, New York 10543
6. Barbecues need permission from The Parks & Recreation Commission.
7. Permit holder is responsible for cleaning up and making sure area is left in good condition.
8. A copy of the approved permit must be held at the event and shown on request.
9. Permit is revocable for cause by the Superintendent of Recreation, without prior notice.
10. Should there be noise complaints about your concert/event; the Police Department may require you to cease your activity.

FIELDS ARE NOT TO BE USED WHEN WET.

- A field is too wet for play if.....THE CLAY STICKS TO THE SOLE OF YOUR SHOE
- Playing on a wet field is a liability, safety concern & damages the field beyond NORMAL USE.
- Call the Recreation Hotline at 777-7763 for questions regarding the status of field conditions evenings & weekends.

The RECREATION & PARKS COMMISSION generally meets at 7:00 p.m. on the 1ST Wednesday of the month in the Court Room at 169 Mt. Pleasant Ave. in Mamaroneck. If you are attending, please call the Recreation Office at 777-7784 to verify the time and location of the meeting.

Field Use Rules & Regulations

1. **Thunder or Lightning** - Everyone must leave the field and cannot return for 20 minutes after the last bolt of lightning/clap of thunder.
2. **Rain** - If it has been raining throughout the previous night and into the morning, games could be cancelled. If there are large puddles, "ponding" or muddy conditions throughout the field, games will be cancelled. The field condition will be checked twice on Saturdays & Sundays by Village employees, a message left on 777-7763 and a field status sign posted.
3. **Prior to game** - If there is any question, both coaches and the officials should walk the field and deem any dangerous situations - holes in the field, slippery or muddy areas, sub-surface problems, foreign objects etc.
4. **During game** - Once the contest has begun, the decision to cancel due to the weather is in the hands of the officials, the Village Recreation Superintendent, Village Bay Constables, program president or the person in charge of the park.
5. **When in doubt** - Cancel the event. We never want to endanger a child or any person. We also want to protect the integrity of the fields.
6. **Use Permits** - Recreation Department permits are always required for field use by organized sports groups. Casual usage by Village residents is allowed without official permits. Use by a total of (10) or more adults requires a permit.
7. **Revocation/Suspension** - Failure to respect the listed terms and condition can and will result in the revocation of the Village Use Permit. Failure to adhere to the instructions of the Recreation Department and/or the Park Ranger will be grounds for revocation of Field-Use Permit.
8. **At Park entrance** - There is a sign stating the field status of open or closed.

**Field Updates - Call:
914-777-7763 for updates on field conditions.
Village employees have the final authority.**