



Village of Mamaroneck
Parks & Recreation



Recreation Tel (914) 777-7784
Parks Tel (914) 630-7158
Fax (914) 777-7768

P.O. Box 369
Mamaroneck, N.Y. 10543

Sandy Mary Korkatzis
Recreation Superintendent

Barry Casterella
General Foreman of Parks

Offices located in the
Stephen E. Johnston Beach Pavilion
Harbor Island Park

Special Event Area Application

Policies: Dates will be given out on a first come first serve basis. Residency rate requires proof of residency with a utility bill. Please be aware that alcohol is not permitted in any park, field, and playground or picnic area without Board of Trustees approval. **Approved Permits** must be made available upon request. Permit applications must have attached receipt at all times and made available upon request. Failure to respect the listed terms and conditions can and will result in the revocation of the Village Permit by the Police Department, Bay Constables, Park Ranger, Recreation Superintendent or Parks Foreman.
Requirements: A state photo Id is required; the individual who makes the reservation must be present the entire event.

Individual / Organization & Contact Person		Signature	Date
Address	Village, Town or City	Zip Code	# of participants
Daytime Phone	Cell Phone	Fax	
Purpose	Location (s)	First time user request please check box []	
Event Date	Event Time	Total # of Hours	Total # of areas
Will Alcohol be served? [] Yes [] No Will Electricity be needed? [] Yes [] No Will lights be needed? [] Yes [] No			
Will there be any additional accommodations needed? _____			

Insurance Requirements: Please email certificate to vomrecdept@gmail.com 10 days prior to event *no* exceptions. Insurance requests should be emailed to recreation@vomny.org

A certificate of insurance issued to the Village of Mamaroneck, 123 Mamaroneck Avenue, Mamaroneck, NY 10543 (Attention: Village Manager) reflecting \$1,000,000 in general liability insurance limits. The certificate must reflect:

- 1] the Village of Mamaroneck as additional insured
- 2] the permit holders insurer[s] insurance to be primary & non-contributory to any insurance the Village of Mamaroneck may or may not have
- 3] a waiver of subrogation in favor of the Village of Mamaroneck.
- 4] The permit holder's insurers must provide the Village of Mamaroneck with a 30 days' notice prior to an organization's policy Cancelling or non-renewing [Note: the above are minimum requirements, at the sole discretion of the Village of Mamaroneck. Additional insurance may be required based on the specific event.

Checks or Money Orders are made payable to *Village of Mamaroneck*. A \$25 fee will be charged for returned checks. Payment Refunds will not be issued.

OFFICE USE ONLY Received by: _____ Date: _____

Permit: Approved [] Insurance approved on _____ Disapproved []
 [] fee waived [] Residency Rate (Requirements attached) [] \$150 Refundable Deposit

Total Fee: _____ paid on _____ by [] Cash [] Money Order or Check # _____

Alcohol Resolution approval?[] Yes [] No Date of approval _____

Recreation Superintendent: _____

Notes: _____