

# VILLAGE/TOWN OF MOUNT KISCO

MOUNT KISCO RECREATION COMMISSION  
Westchester County, New York  
104 Main Street  
Mount Kisco, NY 10549

Fax  
(914) 864-0028

Telephone  
(914) 666-3059

**APPLICANT MUST BE AT LEAST 21 YEARS OF AGE AND A VILLAGE RESIDENT.**  
**APPLICATION MUST BE RECEIVED 2 WEEKS IN ADVANCE.**

Family/Organization Name: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date Applying For: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Signature \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Facility Requesting (check one):

Leonard Park: TEAHOUSE \_\_\_\_\_ PLAYGROUND \_\_\_\_\_

Picnic Areas: UPPER \_\_\_\_\_ LOWER \_\_\_\_\_ OTHER \_\_\_\_\_

How many people are attending this function? \_\_\_\_\_

**\*Please list below any and all special arrangements that you may want considered: i.e.: caterers, tables, chairs, entertainment, etc.\*:**

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## AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of \_\_\_\_\_ does hereby covenant and agree to defend, indemnify and hold harmless the Village/Town of Mt. Kisco 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 or in connection with the actual or proposed use of Village/Town of Mt. Kisco property, facilities and/or services by \_\_\_\_\_.

\_\_\_\_\_  
Signature of Organization's  
Representative

Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Date \_\_\_\_\_

## TEAHOUSE:

## FEES:/NO REFUNDS

\$125./day – Families

\$150./day – Non-profit organizations

\$250./day – Business or organizations

**\$50. Cash deposit for keys, which will be refunded when keys are returned. After 10 days deposit will not be refunded. Keys must be picked up and dropped off at the Recreation Office between 8:30am and 4:30pm, Monday – Friday.**

**IMPORTANT INFORMATION ON OTHER SIDE**

**\*\*\*Users must provide the following insurance and payment prior to approval of any and all facilities. \*\*\***

**ALL FAMILIES, GROUPS OR ORGANIZATIONS USING ANY OF THE FACILITIES GOVERNED BY MT. KISCO RECREATION MUST PROVIDE A 1 MILLION DOLLAR LIABILITY CERTIFICATE OF INSURANCE NAMING THE VILLAGE/TOWN OF MT. KISCO AND MT. KISCO RECREATION AS THE ADDITIONAL ISURED.**

IF THIS REQUEST IS APPROVED THE FOLLOWING MUST BE ADHERED TO:

1. Organizations wishing to use municipal facilities shall first apply to the Superintendent of Recreation and Parks on the prescribed form. The Superintendent or his/her designee has final authority on approval.
2. In the event of inclement weather, the Superintendent or his/her designee has the final authority on whether facilities are usable.
3. All posted rules must be adhered to
4. Any damage to municipal facilities shall be promptly repaired at the user's expense. NO exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
5. Organizations using the facilities must clean-up afterwards.
6. Any organizations with youth under 18 years of age requires the presence of adequate adult supervision at all times.
7. **No alcoholic beverages allowed at any facility.**
8. No smoking allowed at any indoor facility.
9. All garbage must be bagged and tied. The facility shall be cleared of all debris at the end of the activity, locked and secured.
10. No transactions, sales, endorsements of products or advertising of events that cost money to attend will be permitted in any form on or off the properties. The Mt. Kisco Recreation Commission may grant special permission if they deem it warranted.
11. No storage of equipment or materials by outside persons or groups.
12. RECREATION ACTIVITIES NULLIFY ANY AND ALL RESERVATIONS.
13. All vehicles are to be parked in designated parking lots.
14. At least 50% of the people attending the function at one of our facilities must be Village residents or eligible non-residents.
15. AT LEONARD PARK:
  - A. Fireplace only.
  - B. All persons must leave by sunset/dark.
  - C. Approved applicants are permitted to unload at the Teahouse, but then must park in the designated lot.
  - D. No tents or structures are to be erected for functions.

**Caterers must submit a certificate of insurance, demonstrating proof that the caterer has the following coverage's.**

**COMMERICAL GENERAL LIABILITY-Caterers must submit a certificate of insurance, demonstrating proof that the caterer has the following coverage's.**

Limits of \$1 MILLION each Occurrence, \$2 MILLION General and Products/Completed Operations Aggregates, \$1 MILLION Personal/Advertising Injury Liability/\$50,000 Medical Payment Expense.

**IF ANY OF THE ABOVE RULES AND REGULATIONS ARE BROKEN, APPLICANTS WILL BE DENIED FACILITY USAGE FOR A MINIMUM PERIOD OF NO LESS THAN ONE (1) YEAR.**

I fully understand and agree to all regulations to this binding contract: \_\_\_\_\_  
Signature Date

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**Office Use Only:**

CC: Wayne Knapp \_\_\_\_\_ Park Security \_\_\_\_\_ Pool Director \_\_\_\_\_ Leonard Park Committee \_\_\_\_\_

Receipt # \_\_\_\_\_ Payment Received: \_\_\_\_\_ Date: \_\_\_\_\_ Insurance received: \_\_\_\_\_