



Village of Mamaroneck Parks & Recreation

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.

Stephen Mathews Hommocks PTA [Signature] 5/16/19
 Individual / Organization & Contact Person Signature Date

141 North Chatsworth Ave Larchmont 10538 ~100
 Address Village, Town or City Zip Code # of participants

(917) 414-5527 (917) 414-5527 N/A
 Daytime Phone Cell Phone Fax

Parents' Night Out Fundraiser Harbor Island Park
 Purpose Location (s)

10/5/19 5-9pm 4 4 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? Considering tents, heating lamps and fire pits

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: JP Date: 5/20/19

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: [Signature]

Notes: _____



HOMMOCKS MIDDLE
SCHOOL PTA
Larchmont, NY 10538

May 16, 2019

Mr. Jason Pinto
Village of Mamaroneck Recreation
One Harbor Island Park
Mamaroneck, NY 10543

Ref: Hommocks PTA Parents Night Out Fundraiser – Sat. October 5, 2019

Dear Jason:

On behalf of the Hommocks PTA, we would like to thank the Village of Mamaroneck for the opportunity to hold our Parents Night Out Fundraiser at Harbor Island Park at no charge to the PTA. We are truly grateful, and believe this is the perfect location to bring parents originating from all four local elementary schools together.

As discussed, here are the salient points you requested:

- Date: Saturday, October 5, 2019
- Time: 5:00 PM – 9:00 PM (for the event itself; allow extra time for setup/cleanup)
- Alcohol will be served to the guests who will all be over the age of 21.
- To mitigate the weather risk factor, we are considering tents, possibly heated, as well as possibly propane-powered heating lamps.
- We do not plan on using the water for any activities.
- We would love to have the amazing fire pits again this year! Huge hit.
- We hope to use the beach, the outdoor patio areas, the restrooms, and the indoor space. We have made note of the building code capacity and would, of course, accommodate those restrictions.

Attached is our completed Parks & Recreation application. Thank you for considering our application.

Warm regards,

Steve Mathews

Elizabeth Karpiloff

Hommocks PTA Ways & Means Committee 2019-2020