



# Village of Mamaroneck Parks & Recreation

**Recreation Tel:** (914) 777-7784

**Parks Tel:** (914) 630-7158

**Email:** recreation@vomny.org

**P.O. Box 369**

**Mamaroneck, NY 10543**

**Jason Pinto**  
**Superintendent of Recreation**

**Jeff Ahne**  
**General Foreman of Parks**

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

## Special Event Permit Application

Application to be completed in full along with a written proposal describing event purpose and relevant details. Special event request dates will be considered on a first-come, first-serve basis. Alcohol is not permitted in any Village park. Any event requesting the use of alcohol will need prior resolution approval from Board of Trustees. The contact person is required to be present for the entire event and be capable of producing a state issued photo ID and the approved permit with attached payment receipt upon request. Failure to follow the listed terms and conditions for the permit may result in the revocation of the permit by Village Police, Bay Constable, Park Ranger, Recreation Supervisor or Parks General Foreman. Applications and permits approved by the Parks & Recreation Department shall constitute the equivalent of a contract.

<b>USGC Auxiliary Flotilla 75 Mamaroneck</b>	<b>Reed T. Hamel</b>	<b>22 May 23</b>
<b>Individual / Organization &amp; Contact Person</b>	<b>Signature</b>	<b>Date</b>
PO Box 522 Mamaroneck, NY 10543		
<b>Address</b>	<b>Village/Town/City</b>	<b>Zip Code</b>
914 323-8841	914 428-3988	rth102030@cs.com
<b>Cell Phone</b>	<b>Alternate Phone</b>	<b>Email</b>
July 4th, 2023	Flotilla 75 Bldg Area	75+
<b>Event Date</b>	<b>Event Location</b>	<b>Total # of Hours</b>
11AM to 3PM		4Hrs
<b>Set-up Time</b>	<b>Event Start Time</b>	<b>Event End Time</b>

**Rain Date Requested** Will alcohol be served? [☒] Yes [ ] No Will electricity be needed? [ ] Yes [☒] No

### Insurance Requirements:

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

1] The certificate must reflect the Village of Mamaroneck as additional insured.

2] The permit holder's insurer[s] insurance to be primary & non-contributory to any insurance the Village may or may not have. 3] A waiver of subrogation in favor of the Village of Mamaroneck.

4] The permit holder's insurer must provide the Village of Mamaroneck with a 30-day notice prior to an organization's policy cancelling or non-renewal [**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.

### OFFICE USE ONLY:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit: Approved [ ] Insurance approved on \_\_\_\_\_ Permit Denied [ ]

Total Fee: \_\_\_\_\_ Paid on: \_\_\_\_\_ By [ ] Cash [ ] Check # \_\_\_\_\_

Alcohol Resolution: Approved [ ] Denied [ ] Date of approval \_\_\_\_\_

Recreation Supervisor: \_\_\_\_\_

Notes: \_\_\_\_\_

Revised 07-2022



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•For events on behalf of an individual or small group, please fill out the below only.

•For events on behalf of an organization, please fill out the below AND submit an official request with full event details on your organization's letterhead.

**Event Name/Type**

Blessing of Fleet on July 4th

**Description of event purpose and relevant details:**

Blessing of Fleet starts at noon. At 1 PM start BBQ and award prizes for Vessels.

Expect start cleanup about 3 PM.