VILLAGE OF OXFORD, NEW YORK

APPLICATION FOR USE OF VILLAGE FACILITIES

Today's Date : _____ Date(s) Requested: _____

Time from _____ to _____

Facility Requested: _____
(i.e. Boname Park, Washington Park)

APPLICANT INFORMATION * There is a $50.00 use fee for non-Oxford residents, payable before event.*

Name of Organization or Individual: _____

Contact Person: _____

Mailing Address: _____

_____

Telephone: (Day) _____ (Night) _____

INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES

Purpose of Use: _____

_____

Total Participants Expected: _____

Residents of Oxford _____ Non-Residents _____

NOTICE: Potable water is not available and Port-a-Johns are available only at Boname Park. Avoid excessive power requirements as maintenance personnel are not available during evenings or on weekends to address power outages.

A KEY FOR ELECTRICITY (Boname Park only) can be picked up at the Village Office prior to the date of the event. The Village Office is closed Saturday, Sunday and Holidays.

Will an admission fee be charged? Yes _____ No _____

If so, what will proceeds be used for? _____

AGREEMENT

The undersigned is over 21 years of age and has read this form and REGULATIONS ATTACHED TO FORM 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 Applicant does hereby covenant and agree to defend, indemnify and hold harmless the Village of Oxford 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 property, facilities and/or services by Applicant.

_____ Address: _____

Signature of Organization's Representative

Telephone Number: _____

READ REQUIREMENTS ATTACHED TO THIS APPLICATION FORM AND RETURN APPLICATION TO:

Village of Oxford
20 Lafayette Park
PO Box 866
Oxford, New York 13830

PERMIT FOR ALCOHOL BEVERAGES ON VILLAGE OF OXFORD PROPERTY
PER VILLAGE OF OXFORD LOCAL LAW # 3 OF 1986

NAME _____

ADDRESS: _____

_____

PHONE #: _____

I do hereby request permission to have and consume alcoholic beverages at a _____
Type of Function

_____

To be held on _____ From _____ To _____
Date Time

At the location of _____
Village Facility (i.e. Boname Park, Fire Station)

Approximately _____ persons will be in attendance to this activity.

I, _____, am the person who will be responsible for the conduct of the people in attendance at this activity. I understand that this authorization terminates with the closing of the function. I further understand that consumption of alcoholic beverages must be consumed only in the immediate area of the activity and that open containers with alcoholic beverages in any other area of the Village of Oxford Property is strictly prohibited and in violation of the Village Codes.

It is also understood that I will ensure that the immediate area of the activity will be cleaned and picked up with all trash and refuse in the receptacles provided, (i.e. empty bottles, cans, papers, garbage).

_____
Signature of applicant

_____
Name of organization if applicable

Permission to consume Alcoholic Beverages at the named function, date, time and location as indicated in the above permit application is hereby _____, _____
Approved - Not Approved Date

_____
Authorized Signature

_____
Title

VILLAGE OF OXFORD
20 Lafayette Park
Oxford, New York 13830

FACILITY USE REQUIREMENTS

The use of all Recreational and Parks facilities shall be subject to the approval and rules of the Village of Oxford administered by the Village Clerk.

1. Organizations wishing to use municipal facilities shall first apply to the Village Clerk's Office on the prescribed form. The Village Clerk or her designee has final authority on approval.
2. In the event of inclement weather, the Village Clerk or designee determines whether facilities are usable.
3. **Alcohol use is allowed only by permit.**
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions. Maintenance personnel are not available evenings or weekends. If you need electricity, make sure you test electrical outlets prior to your event and call Village Clerk during normal Business hours (Mon-Fri 8:00 - 4:00 PM – 607-843-2512) to report any outages.
7. Organizations using the facilities must clean-up afterwards, including removing all garbage.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The use fee for non-residents of Oxford use is $50.00, payable before use begins.
11. The emergency telephone number for police or Fire is 911. The appropriate authority must be contacted in the event of an emergency.
12. When required, users must provide the following insurance prior to using facilities.
    FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:

Commercial Users:

A. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy.

B. The policy naming the municipality as an additional insured shall:
   - be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
   - contain a 30 day notice of cancellation;
   - state that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers; and
   - Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.

C. The user agrees to indemnify the municipality for any applicable deductibles.

D. Enclose a copy of the endorsement providing additional insured status.

E. Required Insurance:
   - **Commercial General Liability Insurance**
     $1,000,000 per occurrence/ $2,000,000 aggregate.

F. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the municipality.

Individuals:

Required Insurance:
- **Homeowners Insurance**
  Section Two – Liability: $100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

13. In the event of an accident, please notify the Village Clerk's office (607-843-2512) the next business morning.