

**APPLICATION FOR USE OF SOUTHOLD TOWN GREEN
PLEASE PRINT LEGIBLY**

TODAY'S DATE: _____

REQUESTING ORGANIZATION: _____

APPLICANT'S NAME: _____

ADDRESS: _____

HOME TELEPHONE: _____ **BUSINESS TELEPHONE:** _____

E-MAIL ADDRESS: _____

DAY(S) AND DATE(S) OF USE: _____

REQUESTED TIME FOR USE:

FROM: _____ **TO:** _____

REASON FOR USE: _____

APPROXIMATE NUMBER OF PEOPLE ATTENDING EVENT: _____

IS ADMISSION BEING CHARGED? YES _____ **NO** _____

IF YES, HOW MUCH IS BEING CHARGED? _____

PLEASE PROVIDE A DETAILED EXPLANATION OF HOW THE PROCEEDS ARE TO BE USED:

APPLICANT'S SIGNATURE: _____



HOLD HARMLESS AGREEMENT

The applicant/group/organization agrees to indemnify and hold harmless the Town of Southold, its officials, employees, and/or agents from all claims, lawsuits, hospital and/or doctor bills, actions, proceedings, and liabilities for the loss or damage to property, or any injury, the death of a person, including any expenses incurred by the Town of Southold defending any claims, lawsuits, or action that may arise as a result of the conduct, actions, including the negligence of the applicant/group/organization to the fullest extent permitted by applicable law.

I have read the attached "SOUTHOLD TOWN GREEN GUIDELINES" and agree to abide by them.

NAME OF ORGANIZATION: _____

PLEASE PRINT

DATE PLEASE PRINT (PRINCIPAL/AUTHORIZED REPRESENTATIVE)

APPLICANT'S SIGNATURE: _____

FOR OFFICE USE ONLY

FACILITY IS:

AVAILABLE { }

NOT AVAILABLE { }

REQUEST IS:

APPROVED { }

DENIED { }

Recreation Department

Supervisor

SOUTHOLD TOWN GREEN GUIDELINES

1. Group permits are required for all groups. The applicant must be a resident of the Town of Southold and groups must consist of at least 50% Southold Town Residents. Reservations are to be made through the recreation office.
2. Persons requesting use of a town facility are required to provide a Certificate of Insurance naming the town as additional insured. The Certificate of Insurance will not be accepted unless it states all the correct information. It is up to the applicant to maintain a current and up-to-date certificate of insurance. The applicant must sign a hold harmless agreement.
3. The facility must be left clean and orderly and in it's original condition.
4. Town sponsored activities shall take precedence in the use of the facility. If necessary, groups may be asked to change scheduled dates or cancel facility use. We will try to avoid this situation and adhere to your scheduled activity.
5. The responsibility for safety and order during facility use is that of the applicant.
6. It is up to the applicant to make sure that if food or beverages are to be sold at your events, the vendor has the proper health department certificates and certificates of insurance. Requesting organization must approve vendors. Outside vendors will not be allowed on the facility. The town may require proof of these documents from vendors.
7. Alcoholic beverages are **NOT** permitted on town property.
8. No open fires are allowed.
9. Consider other park users. Boisterous, immoral, or indecent conduct will not be tolerated. It is unlawful to use profane or abusive language or to conduct oneself in a manner that interferes with the reasonable use of the park by the general public.
10. Trash, garbage, and all other litter shall be placed in containers provided for this purpose, and shall be limited to litter accumulated during use of town recreation areas. It shall be unlawful for any person to deposit any refuse brought from private property in receptacles located in town parks or facilities. Nothing in this section is intended to prohibit the disposal of refuse generated from park use such as picnics, barbecues, lunches, etc.
11. Use or discharge of any type of air gun, slingshot, or explosive is prohibited.
12. Please cooperate in keeping the rest rooms and washrooms in a neat and sanitary condition.
13. It is unlawful to remove, destroy, mutilate or deface any structure, monument, statue, vase, fountain, wall fence, railing, vehicle, bench, shrub, tree, fern, plant flower, lighting system or sprinkling system or other property in any park.

14. It is unlawful to play car stereos, radios, or "boom boxes" - portable audio equipment, such as tape or compact disc players - so loudly they interfere with normal conversations or cause annoying vibrations at a distance of 75 feet or more.
15. The applicant must assume prompt responsibility for any damage to the grounds while being used by their group or organization.
16. The applicant/group/organization agrees to indemnify and hold harmless the Town of Southold, its officials, employees, and/or agents from all claims, lawsuits, hospital and/or doctor bills, actions, proceedings, and liabilities for the loss or damage to property, or any injury, the death of a person, including any expenses incurred by the Town of Southold defending any claims, lawsuits, or action that may arise as a result of the conduct, actions, including the negligence of the applicant/group/organization to the fullest extent permitted by applicable law.

PROHIBITIONS:

- a) Posting of signs or commercial advertising.
- b) Demonstration without permits
- c) Gambling and/or solicitation of funds
- d) Inciting to riot
- e) Causing dangerous conditions to exist
- f) The sale or consumption of alcoholic beverages

**FOR FURTHER INFORMATION, PLEASE CONTACT THE SOUTHOLD
TOWN RECREATION DEPARTMENT AT 631.765.5182.**