

APPLICATION FOR THE USE OF TOWN OF CARMEL FACILITIES

(Submit completed form at least two weeks prior to event)

Name of Applicant/Organization (Please print): _____
Address: _____
Phone: _____

Description and purpose of activity planned: _____
Refreshments to be served? _____ Alcohol served? _____
(If yes, must fill out Alcohol Permit)

Estimated Number of persons in attendance: _____ = Adults: _____ + Children: _____
Non-Profit: Yes _____ No _____

Date building or grounds are to be used: _____
Hours building or grounds are to be used: _____ to _____
(include set up and break down time)

Requested facility:
____ McDonough Park Fields: (Specify) _____
____ Sycamore Large BBQ Area ____ Michael Geary Roller Rink ____ Long Pond Showcase Theater
____ Sycamore Main Building ____ Camarda Park Pavilion ____ Camarda Park Ballfield
____ Sycamore Pavilion Area ____ Baldwin Meadows Park ____ Chamber Park
____ Sycamore Ballfield ____ Sycamore Senior Building ____ Red Mills Park
____ Other (Specify) _____

Is material or equipment required from the municipality? Yes _____ No _____
If needed, state what types and for what purpose? _____

Is event open to public? _____
Will there be a charge for admission/donation/contribution solicited? _____
If so, for what purpose will the proceeds be used? _____

FEES: _____ \$150.00 reserved picnic areas
_____ \$300 main building rental +
_____ \$30.00 x _____ hrs. Custodial Staff Fee, if required
_____ \$50 Ballfields (2 hour limit) / \$100 with lights (2 hour limit)
_____ \$300.00 **refundable deposit required for all events.**
The deposit will be returned if no damage nor expense result.
_____ TOTAL (Make checks payable to "Carmel Recreation")
_____ REFUNDABLE DEPOSIT (Make checks to "Carmel Recreation")

A COPY OF YOUR CERTIFICATE OF INSURANCE MUST BE SUBMITTED TO THE RECREATION DEPARTMENT ALONG WITH THIS COMPLETED FORM AND THE TWO REQUIRED CHECKS. REQUIRED INSURANCE INCLUDES GENERAL LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000.00 PER OCCURANCE, HOLDING THE "TOWN OF CARMEL" ADDITIONALLY INSURED. YOU WILL RECEIVE AN ACKNOWLEDGEMENT OF YOUR REQUEST.

Applicant must have a current Town of Carmel Resident I.D Card and be over 21 years of age. Picnics must be comprised of 50% Town of Carmel residents. It is understood that the above named applicant will be responsible for the entire group adhering to all rules and regulations for the Recreation and Parks Department.

I HAVE READ AND AGREED TO THE CONDITIONS IN THE RENTAL AGREEMENT

We/I release the Town of Carmel and its officials and employees from any responsibility for any liability, claims, loss damages, or actions (including costs and attorneys fees) for bodily injury and/or property damages, to the extent permissible by law, arising out of or in connection with the actual or proposed use of this facility and/or services.

Applicant's Signature: _____ Date: _____

FOR TOWN USE

The certificate of insurance has been provided _____ will be provided _____
Approved by: _____ Title: _____ Date: _____
Disapproved by: _____ Title: _____ Date: _____
Cash: _____ Check: _____
Deposit Returned: _____ Reason Withheld: _____