



# Incorporated Village of Sea Cliff

300 Sea Cliff Avenue

Sea Cliff, NY 11579

(516) 671-0080 • [www.seacliff-ny.gov](http://www.seacliff-ny.gov)

For Village Use Only

Approved

By \_\_\_\_\_

Signature \_\_\_\_\_

## FACILITY USE PERMIT APPLICATION

Denied

Date of Application \_\_\_\_\_

Check one:

Park \_\_\_\_\_  Facility \_\_\_\_\_  Beach  
(name of park) (name of facility)

APPLICANTS NAME \_\_\_\_\_  Sea Cliff Resident  Non-Resident

APPLICANTS ADDRESS \_\_\_\_\_

APPLICANT'S PHONE \_\_\_\_\_ APPLICANTS EMAIL \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

APPLICANTS POSITION IN ORGANIZATION \_\_\_\_\_

ORGANIZATION'S OFFICIAL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Is this a Non-Profit Organization?  YES  NO FED TAX ID (if yes) \_\_\_\_\_

DESCRIPTION OF ACTIVITY(S) \_\_\_\_\_

Dates Requested \_\_\_\_\_

Days & Hours Requested

MONDAY \_\_\_\_\_ TUESDAY \_\_\_\_\_ WEDNESDAY \_\_\_\_\_ THURSDAY \_\_\_\_\_

FRIDAY \_\_\_\_\_ SATURDAY \_\_\_\_\_ SUNDAY \_\_\_\_\_

# of Participants Expected Daily \_\_\_\_\_ Will Admission Be Charged?  NO  YES \_\_\_\_\_  
Admission cost

Will Alcohol Be Consumed?  No  YES If Yes, will alcohol be sold or served?  No  YES

*The APPLICANT understands and acknowledges that the information provided in the application is true and accurate, and that the Village of Sea cliff is relying on these statements and representations as a basis for the issuance of a permit. The APPLICANT agrees to abide to the terms set forth in this application, and the Laws, Rules and regulations of the Village of Sea Cliff. The APPLICANT understands that their organization may not sublease, sell, or assign a permit to another entity. Any violation of the rules or conditions will result in a permit being revoked.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

The APPLICANT listed on the FACILITY USE PERMIT APPLICATION, whether the officer of an organization of an individual requesting use of Sea Cliff Village facilities, guarantees observance of all regulations governing use of said facilities, payment of any charges incurred and states that the organization/individual agrees to indemnify and save harmless the Village of Sea Cliff, all elected and appointed officials, employees and volunteers against any and all claims for damages or injury to persons or property that may be occasioned by, or arise from the use of such facilities.

**RESPONSIBILITY**

The APPLICANT listed on the FACILITY USE PERMIT APPLICATION, whether the officer of an organization of an individual requesting use of Sea Cliff Village facilities is and shall be responsible for any and all damages arising from any individuals attending their event, whether formally or casually, or their use of the Village of Sea Cliff facilities regardless of the action or inaction of the Village of Sea Cliff or its members, agents, Board members, officers and/or employees. The APPLICANT shall indemnify and hold and save harmless the Village of Sea Cliff, its elected and appointed officials, and employees from any and all claims and/or lawsuits arising from the use of the facilities by APPLICANT (organization and individual), their guests, participants, visitors, contractors, vendors, agents, and others regardless of the action or inaction of the Village of Sea Cliff. Further, the Village of Sea Cliff is not and shall not be under any obligation to supervise or oversee the permit holder’s use of the facilities.

**Insurance Requirements for the Use of Facilities**

**COMMERCIAL GENERAL LIABILITY**

Limits	General Aggregate	\$2,000,000
	Products-Comp/Ops Aggregate	\$1,000,000
	Personal & Advertising Injury	\$1,000,000
	Each Occurance	\$1,000,000
	Fire Damage (any one fire)	\$50,000
	Medical Expense (any one person)	\$5,000

Additional Insured	The Incorporated Village of Sea Cliff and all appointed and elected officials, employees and volunteers. Using ISO form CG2005
Unacceptable Exclusions	Athletic Participants and Sexual Abuse & Molestation
Mandatory	If alcohol is being served, evidence of Host Liquor Liability is required. If alcohol is being sold, evidence of Liquor Law Legal Liability is required

**INDIVIDUAL/RESIDENT**

The individual shall provide a copy of their Homeowners or Apartment/Renters Policy Declarations Page – minimum liability of \$100,000. Policy shall not exclude the off-premises activities of the insured

**PRIOR TO ISSUING A PERMIT THE FOLLOWING IS REQUIRED** *(unless waived by the Board of Trustees)*

- Proof of Insurance
- Proof of Residency
- Certificate of Incorporation
- Proof of Non Profit Status, if applicable - IRS 501(c)3 certificate)

A copy of this application, signed by the appropriate Village Official, will be returned to you if approved. This will become your Use Permit.