

# HARTWICK GAZEBO

## Application For Use

DATE REQUESTED: \_\_\_\_\_ HOURS REQUESTED: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

Name, Address & Phone of Group or Organization

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address & Phone of Responsible Party:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any residents of Hartwick DIRECTLY involved with the event? \_\_\_\_\_  
If so, who? \_\_\_\_\_

Does your group have insurance? \_\_\_\_\_ If so, please provide documentation.

If not, please sign waiver below:

I agree to indemnify and save harmless the Town of Hartwick from any and all loss, damage, expense, cost charges, liability claims and demands occurring or resulting from or connected with my use of the Community Center . The Town shall have no liability to any user connected with my use of the Community Center, including me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Who will be responsible for Clean-Up? \_\_\_\_\_

\_\_\_\_\_  
Sponsoring Group (no charge)

\_\_\_\_\_  
Town Employees (\$75.00)

I, the undersigned, on behalf of the above listed group, have read and thoroughly understand the "Guidelines for Use" of the Hartwick Gazebo and agree to comply with these rules. I also agree to indemnify and save harmless the Town of Hartwick from any and all loss, damage, expense, cost charges, liability claims and demands occurring or resulting from or connected with our use of the Gazebo.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

# **HARTWICK GAZEBO**

## **Application For Use**

### **OBJECTIVES**

1. To have guidelines for the use of the center, which would ensure the safety of persons and property.
2. To allow residents of Hartwick to have priority in the calendar of events at the Gazebo
3. To have the Buildings and Grounds Committee of the Town Board oversee the use of the Gazebo.

### **PROCEDURES**

1. Each applicant must fill out the Application for Use. This form is available at the Office of the Town Clerk.  
Completed form, along with the appropriate insurance documentation is to be returned to the Clerk.
2. Priority will be give to residents of the Town of Hartwick.
3. The Town Board and/or Town Supervisor will make the decision to authorize the use of the Gazebo including what deposits if any, are necessary, and what arrangements toward insurance must be made.
4. Special consideration will be given for special circumstances.

### **GUIDELINES FOR APPLICATION**

1. Applicant must be 18 years of age or more.
2. Applicant must have authorization to act on behalf of the requesting group.
3. Applicant must present the signed application and any necessary deposit and/or insurance documentation to the Clerk before the applicant's group is authorized to use the Gazebo.

### **GUIDELINES FOR USE**

1. DO NOT PARK ON ROUTE 205.
2. DO NOT PARK in front of any business until after the business has closed.
3. NO SMOKING OR OPEN FLAMES are permitted on the Gazebo grounds.
4. AT LEAST ONE ADULT must be present with children's groups and events.
5. If your group is responsible for cleaning up, it must be done IMMEDIATELY after the event.
6. REPORT ANY DAMAGES IN WRITING IMMEDIATELY. Damage caused by roughhousing, improper play, or improper drills may result in the termination of Gazebo use and privileges. Upon inspection of the Gazebo and reported damages, a bill for repairs will be presented to the responsible party listed on the Application For Use. Failure to pay for damages will result in restriction of further use of the Gazebo.