



Town Of Pawling
The Pride of the Harlem Valley

Recreation Department
 2 Lakeside Drive
 Pawling, New York 12564
 845-855-1131 FAX: 845-855-9535

**Application- Use of
 Community
 Facilities by
 Organization**

Date Submitted: _____

Facility Requested _____ Date(s) Requested _____

Purpose of Use _____ Time _____ To _____

Name of Organization _____ Address _____

Responsible Person _____ Address _____

Telephone #'s _____

Participants Expected: Adults _____ Children _____

Residents _____ Non-Residents _____

Will an Independent Contractor/Vendor be used? _____. If yes, provide:

Name _____

Service provided _____

- **See additional insurance requirements below**

Will alcohol be served? _____ If yes, will alcohol be sold? _____

Swimming? _____

Admission Fee Charged? _____ Proceeds Use? _____

Material/Equipment/Special Arrangements Needed: _____

IN THE EVENT OF AN EMERGENCY CALL 911

Insurance Requirements

Review the following insurance requirements and forward to your insurance representative/carrier for issuance of required certificates. NOTE: The Town Board reserves the right to require alternative liability limits when applicable. The organization shall maintain at a minimum the following insurance coverages, giving evidence of same to the Town of Pawling in a *form of a Certificate of Insurance, copy of General Liability Declaration Page, and a copy of the Additional Insured Endorsement, and provide 30 days notice of cancellation, non-renewal, or material change.* New York State license carrier is preferred; any non-licensed carriers will be accepted at the Town of Pawling's discretion. The insurance carrier must have an AM Best Rating of at least A-IX. **Worker's Compensation and NYS Disability coverage is required for any organization that has employees that will be working on the premises. Note – Independent Contractors or Vendors used or employed by the organization must comply with Town of Pawling Insurance Requirements for Independent Contractors/Sub-Contractors**

I. Commercial General Liability

Coverage

Occurrence – 1988 ISO or equivalent

