Village of Lewiston

Facilities Use Agreement and Application



Village of Lewiston Clerk's Office (716)754-8271
145 N 4th Street PO Box 325 Lewiston, NY 14092

Mayor of Lewiston – Dan Cota (716)246-4202

DPW Superintendent – Anthony Mang (716)534-4462

Lewiston Chief of Police – Mike Salada (716)327-0669

Lewiston Fire #1 Fire Chief – Spencer Lilly (716)243-1282

Lewiston welcomes festivals, markets, concerts, family gatherings, fundraisers, and community programs. These events bring people together and are an important part of village life. Our goal is not to make the process difficult.

Events held on Village property contribute to the community's experience of Lewiston. Event organizers, staff, volunteers, and participants are expected to conduct themselves in a welcoming, professional, respectful, and courteous manner.

An application is a request. You may not use Village property until the Village approves the event in writing and all required fees, insurance, permits and conditions are complete.

- Routine requests should be filed at least 30 days prior to event date.
- Festivals with large crowds, requiring street closings, or events needing Village assistance should be filed at least 90 days prior to the event start date.

The Village of Lewiston is committed to a sustainable future as well as the social, economic and environmental well-being of our community. We kindly ask our partnering businesses to recycle and consider choosing an alternative material to Styrofoam containers during festivals and events.

VILLAGE OF LEWISTON FACILITIES USE AGREEMENT

This Agreement is made as of this _____day of _____, _____ (the "effective date") by and between the Village of Lewiston Municipality, Lewiston NY 14092.

WHEREAS, User desires to use village Property for the permitted use on the approved date(s).

NOW THEREFORE, in consideration of the mutual covenants and conditions herein contained, the Village of Lewiston and the user agree as follows:

1. **BASIC TERMS, the following terms shall have the following meaning throughout this agreement:**
   a. **Property:** As used in this agreement, "property" means that certain real property and improvements thereto commonly known as Village of Lewiston Inc.
   b. **Permitted use:** is to be determined and approved by the Village Board of Trustees.
   c. **Term:** As used in this agreement, term means the approved date or dates**.**
   d. **Scheduled Use:** the user shall be permitted to use the Village Premises only during the times and dates mutually agreed upon.
   e. **Fees:** A deposit may be required for your event.

2. **OBLIGATION OF USER,**
   a. User and not the Village of Lewiston shall be responsible for providing the programming and staffing needs associated with its permitted use. User shall use the permitted premises only to conduct its activities in accordance with its permitted use, utilizing only staff and materials supplied by the User, unless agreed upon otherwise by the Village Board of Trustees. The User shall not use or permit the use of the premises for any other purpose other than the purpose agreed upon by the Village Board of Trustees. The User shall be responsible to ensure that their employees, agents and contractors, licenses, guests and invitees abide by all rules, village laws, and NYS safety standards. User must be on site, and/or alternate representative indicated on application. Alternate representative must have authority to direct staff, volunteers, vendors, contractors, performers, and participants, address event operations and speak on behalf of the organizer.

   b. **Conditions of licensed premises and surrounding area**: User shall continually keep the licensed premises and any equipment, tables or other items which the user may have on the licensed premises, in a neat, clean and attractive manner. User shall continually keep the area around the licenses premises free of any refuse of other items originating from the licensed premise or arising out of user's activities thereat. Without limitation, the User shall not allow any substance on the floor area at or around the licensed premises which may cause the floor to be slippery or otherwise hazardous to persons walking on the property. User shall complete all event-related cleanup at the close of each event day and shall not defer routine cleanup until the conclusion of a multi-day event. Event-related waste and materials shall be properly contained and removed to the Village-designated collection area. The event area and any adjacent public areas used for the event shall be left clean and orderly.

   c. **Restroom Facilities:** The Village will clean and stock approved Village restrooms before the start of each event day. No janitorial service is provided during the rental period. The organizer is responsible for maintaining all restrooms serving the event, including portable facilities, in a clean, sanitary, stocked, accessible, and usable condition throughout the event. The organizer shall arrange for monitoring and servicing as needed. Additional servicing may be required for larger events based on anticipated attendance.

   d. **No damage**: User and its employees, agents, contractors, licensees, guests and invitees shall not injure, damage, mar or deface the property or the particular licensed premises within the facility, its appurtenances and any other equipment contained therein. Neither shall user cause or permit anything to be done whereby said premises, appurtenances and equipment shall in any way be injured, damaged,

marred or defaced. User shall promptly repair any damage to the licensed premises or the surrounding area caused by User or arising out of User's activities and/or reimburse the Village of Lewiston for the costs incurred in connection with any damage or loss to the village property.

e. **No Smoking**. The village property and its facilities are designated as non-smoking at all times. User shall be responsible for reimbursement to the Village of Lewiston for any damage caused by smoking.

f. **Occupancy:** At no time shall the User allow occupancy of the licensed premises to exceed maximum permitted occupancy.

g. **Vacating Premises**: At the end of the permitted use, and each scheduled use, or upon the earliest termination of this agreement, user shall quietly and peacefully vacate the licensed premises, and shall leave the licensed premise in a clean condition and in a condition not worse than when user first began use of the licensed premise and removal of its employees, agents, contractors, licensees, guests and invitees and their property from the licensed premises so that the licensed premises are in the same condition (ordinary wear and tear expected) as in the permitted use or the scheduled use. User shall reimburse the Village of Lewiston for any expense incurred to repair damage caused by such removal. Any property or items of the User or its employees, agents, contractors, licenses, guests or invitees remaining in the licensed premises after the expiration or sooner termination of this agreement shall be deemed abandoned and may be disposed of by the Village of Lewiston as it sees fit in its sole discretion, at the User's expense. User agrees that the Village of Lewiston shall have no liability for any disposal of property that is deemed abandoned.

h. **Compliance with the Law**: User and its employees, agents, contractors, licensees, guests and invitees shall comply with all pertinent federal, state, local and municipal laws, codes, ordinances, rules and regulations, including but not limited to NYS Liquor Authority and Office of Cannabis Management laws and regulations, fire, electrical, accessibility, building safety and health codes applicable to the use of village properties and facilities. User and its employees, agents and contractors shall obtain and maintain in full force and effect, all permits, licenses and authorizations required by governmental and quasi-governmental agencies. User shall advise the Village of Lewiston of all permits and licenses required to be obtained for its activities while using village property, and shall cooperate with the Village of Lewiston in obtaining same and shall pay any fees and expenses that may be required relative thereto.

i. **Public Health Emergency:** In the event of a public health emergency and/or pandemic, the user agrees to adhere to and set in place all Federal and State mandated safety guidelines; including but not limited to, proper sanitization, social distancing and the use of personal protective equipment.

j. Strictly Prohibited in Parks: -charcoal grills, glass bottles, *driving vehicles in Marilyn Toohey Park.

k. **Indemnification:** User agrees to defend, indemnify, and hold harmless the Village of Lewiston. its successors and assigns, and their respective directors, officers, employees and agents, (collectively, the "Indemnitees") to the fullest extent permitted by law from and against any and all claims or demands whatsoever, including associated costs, expenses, and reasonable attorneys' fees incurred on account thereof, that may be asserted by User and User's employees, agents, contractors, subcontractors, licensees, vendors, guests, invitees, and employees of Users subcontractors or agents and any other persons for loss, damage, death, or injury to persons or property arising in any manner out of incident to User's utilization of village property or facilities and/or User's performance or nonperformance of this agreement. To the extent not prohibited by law, User waives all claims against the Village of Lewiston and the other Indemnitees for injury to persons, or damage to property or to any other interests of User sustained by User or any person claiming through User resulting from any occurrence in or upon the Licenses Premises or the Facility property, or relating in any way to this Agreement except in each case for such injuries and

damages to the extent resulting from the gross negligence or willful misconduct of the Village of Lewiston. Without limitation, all of User's personal property which may at any time be at the Licensed Premises shall be at the User's sole risk. User's indemnification obligations hereunder shall survive the expiration or earlier termination of this Agreement.

l. **Violation**: If in the Village of Lewiston's reasonable opinion, at any time the User's employees, agents, contractors, licensees, guests or invitees violate an applicable Facility Rule (including, but not limited to restrictions against the use of drugs and alcohol), or the ordinance or law of the local city, town, village, or county, the State of New York or the United States of America, User shall direct the offender to cease and desist from continuing such illegal or improper use. Notwithstanding anything to the contrary contained in this Agreement, the Village of Lewiston expressly reserves its right at any time upon prior notice to User (except in emergencies), to cause the removal of any of the User's employees, agents, contractors, licensees, guests or invitees, who in the reasonable discretion of the Village of Lewiston has engaged or is engaging in undesirable, disruptive or hazardous behavior.

m. **Non-assignment**: This Agreement is personal to the User. User shall not assign, sublicense or in any manner transfer this Facilities Use agreement or allow any other entity to use any portion of the Facility or the Licensed Premises hereunder without the prior written consent of the Village of Lewiston, which consent may be withheld in the Village of Lewiston's sole and absolute discretion.

n. **Inadequate Festival/Event Cleanup:** The user(s) of Village facilities are responsible for the cleanup and removal of all garbage accumulated during the rental period. If deemed by the Village of Lewiston Public Works Superintendent and/or Deputy Superintendent the licensed premise at close of event is left in a condition worse than when user first began, the user will be notified immediately. A 24-hour grace period may be given to allow for proper cleanup. The user(s) may be charged for Village staff time required for cleanup or restoration at the applicable rate of $250 per hour, as well as the actual cost of any third-party services, repairs, or other expenses incurred by the Village as a result of the user's use of the facility. A waived or reduced facility rental fee does not waive these direct costs unless expressly approved by the Village Board.

o. **Notices**: All notices by the parties to each other hereunder shall be in writing, addressed as follows: Village Board of Trustees, P. O. Box 325 Lewiston, NY 14092

p. **Facilities Use/Festival Fees:** The adopted fee schedule is part of this agreement. The User shall be charged a non-refundable deposit of $50.00 for use of Village of Lewiston Licensed premises at the time of booking. This deposit will be applied toward the total rental fee and guarantees your date and time. The deposit is non-refundable under any circumstances, including cancellations due to weather, scheduling conflicts or changes in plans. The remaining balance is due 30 days prior to the event, unless the approval states otherwise. Failure to pay the remaining balance on time may result in cancellation of the User's reservation and forfeiture of the deposit. Facilities fees include use of the requested facility at the scheduled rate per day. Use beyond the approved area or time may result in additional fees. An additional Festival/Event fee shall be charged for Department of Public Works services up to and including setup and removal of barricades, cones, signage and concrete barriers for required street closing procedures, which shall be calculated based upon the total hours of work performed and the applicable laborer rate of pay, unless waived by the Village of Lewiston.

q. **Safety Requirements:** User agrees to meet with the Lewiston Chief of Police and Lewiston #1 Fire Chief to determine an approved emergency plan for festival/event requests and submit official letters within 30 days of approval from the Village Board. The Village may require event plans, permits, or departmental review as appropriate to the nature and scope of the event, including plans for site layout, emergencies, traffic control, restrooms, waste management, and staffing. When required, the approved site plan shall

be incorporated into and made part of this Agreement. Event activities, equipment, structures, and facilities shall remain within the areas designated on the plan, and all roads, fire lanes, emergency access, and accessible routes shall remain clear at all times. Event organizers shall disclose in advance any temporary structures, equipment, or installations associated with the event. The Village may impose reasonable safety, permitting, inspection, insurance, or weather-related requirements as appropriate. The event organizer shall maintain safe conditions throughout the event, including properly securing all event-related materials, equipment, and installations and promptly addressing any potential hazard. Weather conditions shall be monitored and appropriate precautions taken as needed.

r. **Insurance:** In addition to Workers Compensation and other statutorily required coverage, User agrees to obtain and maintain for three (3) years after the termination of this Agreement, at its own cost and expense, broad form General Liability Insurance with a limit of not less than One Million dollars ($1,000, 000) per occurrence and Two Million dollars ($2,000.000) in the aggregate covering personal injury, death, sexual abuse/molestation and property damage, covering all activities of User and its employees, agents, contractors, licensees, guests and invitees at the Village of Lewiston premises, including the Facility and the Licensed premises and excess liability coverage of One Million Dollars ($1,000,000). Such policies of insurance shall be maintained with insurance companies authorized to do business in the State of New York and provide that they may not be canceled except upon thirty (30) days' prior written notice to the Village of Lewiston. User shall at the time of the execution of this agreement, furnish the Village of Lewiston with a certificate of insurance evidencing such coverage, and naming the Village of Lewiston as an additionally insured with respect to its liability coverage. The insurance required hereby shall not be deemed to limit User's obligations to indemnify the Village of Lewiston under this Agreement. User's insurance obligations hereunder shall survive the expiration or earlier termination of Agreement. The User understands and agrees that it is the Users sole obligation to obtain all necessary insurance information, documentation, and confirmation of coverage from the Users vendors, contractors, subcontractors, agents, licensees, and all others whom the User has a relationship within the use of the Village facilities. The user is responsible for ensuring that all vendors, contractors, performers, and others engaged for the event maintain any required insurance and obtain all required licenses and permits.

s. **Recurring Events:** Recurring markets, concert series, and seasonal programs may be approved under a single application and seasonal fee. Each event date remains subject to the applicable operating, cleanup, restroom, and conduct requirements.

t. **Alcoholic Beverages:** *(Sign attached waiver if selling or providing alcohol)
   i. The applicant hereby waives any and all claims for compensation for any and all loss or damage sustained by reason of any interference by any public agency or official in the operation of this permit; any such interference shall not relieve the applicant from any obligations hereunder.
   ii. The Village of Lewiston reserves the right to revoke this permit at any time and for any reason and to monitor compliance. Noncompliance may result in immediate revocation and eviction from facility.
   iii. The applicant must be 21 years or older at the time of application. Possession or consumption of alcohol by anyone under the age of 21 is illegal and can be cause for the revocation of this permit. The Village of Lewiston reserves the right to require proof of age from the applicant or any other persons in the company of the applicant.

u. **Music Licensing:** Event organizer agrees to, as of the date of the event, they will secure any music licenses from performers' rights organizations, including, but not limited to ASCAP, BMI, and SESAC, that are necessary for legal operation and that the event organizer will maintain their respective licenses in good standing. *(Sign attached addendum if applicable)

VILLAGE OF LEWISTON

ALCOHOL BEVERAGE WAIVER

1. I acknowledge that the service, sale, or consumption of alcoholic beverages on Village of Lewiston property is prohibited unless expressly authorized in writing by the Village. This waiver, once approved by the Village, constitutes that written authorization solely for the event described herein.
2. I assume full and sole responsibility for the service, distribution, sale and consumption of alcoholic beverages at this event, including the conduct of all attendees, guests, vendors, and service providers.
3. I agree to comply with all applicable federal, state, and local laws governing the sale, service and consumption of alcoholic beverages, including but not limited to the NYS Liquor Authority. I understand that it is unlawful to sell or serve alcohol to persons under the age of 21 or to visibly intoxicated persons.
4. I agree to ensure that alcohol service is managed responsibly at all times and that measures are in place to prevent service to minors and intoxicated individuals.
5. I hereby release, waive, discharge, and forever hold harmless the Village of Lewiston, its elected and appointed officials, officers, agents, contractors, employees, representatives, and volunteers from any and all claims, demands, actions, causes of action, damages, losses, costs, expenses (including attorney's fees), and liabilities of ever kind and nature arising out of or in any way related to the service, sale distribution, or consumption of alcoholic beverages at this event.
6. I understand that this waiver does not constitute an assumption of liability by the Village of Lewiston, nor does it create any duty on the part of the Village to supervise, monitor, or control the service or consumption of alcohol at this event.
7. I understand that the Village of Lewiston reserves the right to revoke this approval and require the immediate cessation of alcohol service at any time, if in the sole judgement of any Village official or law enforcement officer, the event poses a risk to public safety, the facility, or the peace and tranquility of the community.
8. I acknowledge that any violation of the terms of this waiver, applicable laws, or the conditions of the Facilities Use Agreement may result in immediate termination of the event, forfeiture of all deposits and fees, and may affect my ability to rent Village facilities in the future.
9. I understand that this approval is specific to the event, date(s), facility, and applicant described in this waiver and is not transferable to any other event, date facility, or person.

APPLICANT SIGNATURE

I, the undersigned, certify that all information provided in this waiver is true and accurate. I have read, understand, and voluntarily agree to all terms, conditions, and acknowledgments set forth above. I understand that this waiver must be notarized to be valid.

_____ _____

Name of Applicant (Please Print) **Date**

_____

Signature of Applicant

VILLAGE OF LEWISTON

ADDENDUM TO FACILITIES USE AGREEMENT – MUSIC LICENSING

THIS ADDENDUM is made as of the _____ day of _____ , 20 ____ ("The effective Date") by and between the Village of Lewiston municipality, Lewiston, New York 14092, and _____ (hereinafter referred to as the "User")

WHEREAS, the User desires to use Village property for the permitted use on the approved date(s),

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in the Village of Lewiston Facilities Use Agreement of even date herewith, and this addendum thereto, the Village of Lewiston and the User further agree as follows:

1. In addition to the Indemnification specifically set forth in paragraph k. of the Village of Lewiston Facilities Use Agreement, and not in replacement thereof, the User further agrees to indemnify and hold harmless the Village of Lewiston to the same extend as set forth in the said paragraph k. of the said Village of Lewiston Facilities Use Agreement for:
   a. Any and all participants, performers, members, musicians, entertainers, equipment handlers, and any and all similar and other personnel present or participating in any way in the use of any of the Village of Lewiston property or facilities, and for the performance of any activities associated therewith, and
   b. Any and all music performed or utilized in any way in the performance of any activities associated with the use of the band shell and related facilities from any claims, suits, judgments, or litigation of any sort of kind associated with any license performing rights organization, including but not necessarily limited to these following organizations:
      i. American Society of Composers, Authors, and Publishers (ASCAP);
      ii. Broadcast Music Incorporated (BM);
      iii. Society of European Stage Authors and Composers (SESAC);
      iv. The Association of Composers and Publishes of Latin American Music (ASEMLA);
      v. The PRS for Music, Photographic Performance Limited;
      vi. Sounstripe;
      vii. And any other person entity, agency, or organization claiming or holding under contract or license granted by the copyright holder and/or agent for the broadcast, recreation, or performance of a copyrighted work.

2. Said User shall provide Written verification of the license and permit which it holds with the specific organization above referenced, and further agrees to perform only songs, lyrics, and materials for which they expressing have such license and/or permit, or to which such license or permit is required. The parties acknowledge that the Village of Lewiston, New York does not engage or hire any musicians, performers, or any other personnel or any kind or nature. The User agrees to indemnify and hold harmless the Village of Lewiston from any and all matters as described in paragraph 1(b) above, and to be responsible for defending any suck claims, including the payment of any attorneys' fees and costs which may be associated with defense.

Signature: _____ Date: _____

Print Name: _____

VILLAGE OF LEWISTON

ALCOHOL BEVERAGE WAIVER

1. I acknowledge that the service, sale, or consumption of alcoholic beverages on Village of Lewiston property is prohibited unless expressly authorized in writing by the Village. This waiver, once approved by the Village, constitutes that written authorization solely for the event described herein.
2. I assume full and sole responsibility for the service, distribution, sale and consumption of alcoholic beverages at this event, including the conduct of all attendees, guests, vendors, and service providers.
3. I agree to comply with all applicable federal, state, and local laws governing the sale, service and consumption of alcoholic beverages, including but not limited to the NYS Liquor Authority. I understand that it is unlawful to sell or serve alcohol to persons under the age of 21 or to visibly intoxicated persons.
4. I agree to ensure that alcohol service is managed responsibly at all times and that measures are in place to prevent service to minors and intoxicated individuals.
5. I hereby release, waive, discharge, and forever hold harmless the Village of Lewiston, its elected and appointed officials, officers, agents, contractors, employees, representatives, and volunteers from any and all claims, demands, actions, causes of action, damages, losses, costs, expenses (including attorney's fees), and liabilities of ever kind and nature arising out of or in any way related to the service, sale distribution, or consumption of alcoholic beverages at this event.
6. I understand that this waiver does not constitute an assumption of liability by the Village of Lewiston, nor does it create any duty on the part of the Village to supervise, monitor, or control the service or consumption of alcohol at this event.
7. I understand that the Village of Lewiston reserves the right to revoke this approval and require the immediate cessation of alcohol service at any time, if in the sole judgement of any Village official or law enforcement officer, the event poses a risk to public safety, the facility, or the peace and tranquility of the community.
8. I acknowledge that any violation of the terms of this waiver, applicable laws, or the conditions of the Facilities Use Agreement may result in immediate termination of the event, forfeiture of all deposits and fees, and may affect my ability to rent Village facilities in the future.
9. I understand that this approval is specific to the event, date(s), facility, and applicant described in this waiver and is not transferable to any other event, date facility, or person.

APPLICANT SIGNATURE

I, the undersigned, certify that all information provided in this waiver is true and accurate. I have read, understand, and voluntarily agree to all terms, conditions, and acknowledgments set forth above. I understand that this waiver must be notarized to be valid.

_____ _____

Name of Applicant (Please Print) **Date**

_____

Signature of Applicant

VILLAGE OF LEWISTON

ADDENDUM TO FACILITIES USE AGREEMENT – MUSIC LICENSING

THIS ADDENDUM is made as of the _____ day of _____ , 20 _____ ("The effective Date") by and between the Village of Lewiston municipality, Lewiston, New York 14092, and _____ (hereinafter referred to as the "User")

WHEREAS, the User desires to use Village property for the permitted use on the approved date(s),

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in the Village of Lewiston Facilities Use Agreement of even date herewith, and this addendum thereto, the Village of Lewiston and the User further agree as follows:

1. In addition to the Indemnification specifically set forth in paragraph k. of the Village of Lewiston Facilities Use Agreement, and not in replacement thereof, the User further agrees to indemnify and hold harmless the Village of Lewiston to the same extend as set forth in the said paragraph k. of the said Village of Lewiston Facilities Use Agreement for:
   a. Any and all participants, performers, members, musicians, entertainers, equipment handlers, and any and all similar and other personnel present or participating in any way in the use of any of the Village of Lewiston property or facilities, and for the performance of any activities associated therewith, and
   b. Any and all music performed or utilized in any way in the performance of any activities associated with the use of the band shell and related facilities from any claims, suits, judgments, or litigation of any sort of kind associated with any license performing rights organization, including but not necessarily limited to these following organizations:
      i. American Society of Composers, Authors, and Publishers (ASCAP);
      ii. Broadcast Music Incorporated (BM);
      iii. Society of European Stage Authors and Composers (SESAC);
      iv. The Association of Composers and Publishes of Latin American Music (ASEMLA);
      v. The PRS for Music, Photographic Performance Limited;
      vi. Sounstripe;
      vii. And any other person entity, agency, or organization claiming or holding under contract or license granted by the copyright holder and/or agent for the broadcast, recreation, or performance of a copyrighted work.

2. Said User shall provide Written verification of the license and permit which it holds with the specific organization above referenced, and further agrees to perform only songs, lyrics, and materials for which they expressing have such license and/or permit, or to which such license or permit is required. The parties acknowledge that the Village of Lewiston, New York does not engage or hire any musicians, performers, or any other personnel or any kind or nature. The User agrees to indemnify and hold harmless the Village of Lewiston from any and all matters as described in paragraph 1(b) above, and to be responsible for defending any suck claims, including the payment of any attorneys' fees and costs which may be associated with defense.

Signature: _____ Date: _____

Print Name: _____

VILLAGE OF LEWISTON MUNICIPAL FACILITIES
USE FEE SCHEDULE

1. VILLAGE PARK/FACILITIES AVAILABLE

ACADEMY PARK	FAMILY FUNCTIONS		NON-PROFIT/CHARIT		BUSINESS/CORPORATION	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
PAVILION	$200	$250	NO FEE	$50	$250	$300
BANDSHELL & PARK	N/A		NO FEE	$50	$250	$300
PARK ONLY	N/A		NO FEE	$50	$100	$150

MARILYN TOOHEY	FAMILY FUNCTIONS		NON-PROFIT/CHARIT		BUSINESS/CORPORATION	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
PAVILION	$200	$250	NO FEE	$50	$250	$300

LEWISTON LANDING	FAMILY FUNCTIONS		NON-PROFIT/CHARIT		BUSINESS/CORPORATION	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
UPPER PARK AREA	$100	$125	NO FEE	$25	$150	$175
HENNEPIN PARK	**FAMILY FUNCTIONS**		**NON-PROFIT/CHARIT**		**BUSINESS/CORPORATION**	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
GAZEBO	$100	$125	NO FEE	$25	$150	$175

RICHARD F. SOLURI	FAMILY FUNCTIONS		NON-PROFIT/CHARIT		BUSINESS/CORPORATION	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
PARK	$100	$215	NO FEE	$25	$150	$175

VILLAGE OF LEWISTON

FACILITIES USE APPLICATION

APPLICANT/ORGANIZATION: _____

MAILING ADDRESS: _____

EMAIL: _____

EVENT REPRESENTATIVES

PRIMARY: _____ MOBILE PHONE: _____

ALTERNATE: _____ MOBILE PHONE: _____

FACILITY REQUESTED: _____ TYPE OF EVENT: _____

DATE(S) REQUESTED: _____ EXPECTED ATTENDANCE: _____

HOURS OF EVENT FROM: _____ TO: _____

EVENT FEATURES – CHECK ALL THAT APPLY:

LIVE MUSIC ☐	RECORDED MUSIC / DJ ☐	AMPLIFIED SOUND ☐
FOOD TRUCK VENDORS ☐	COOKING / OPEN FLAME ☐	ALCOHOL ☐
TENTS/CANOPIES ☐	STAGE/PLATFORM ☐	INFLATABLE DEVICE ☐
GENERATOR/TEMP POWER ☐	PORTABLE RESTROOMS ☐	ANIMALS ☐
STREET OR PARKING CLOSURE ☐	MORE THAN ONE DAY EVENT ☐	BANDSHELL USE ☐

BY SIGNING THIS DOCUMENT, I AGREE TO ADHERE TO THE TERMS OUTLINED IN THE VILLAGE OF LEWISTON FACILITIES USE AGREEMENT AND ANY WRITTEN CONDITIONS ATTACHED TO YOUR APPROVAL.

SIGNATURE: _____ DATE: _____

FOR VILLAGE USE ONLY:

Application Accepted By: _____ Date: _____

Approval Date: _____ Fee: _____

October 2026