



VILLAGE OF RHINEBECK  
76 EAST MARKET STREET  
RHINEBECK, NEW YORK 12572-1697

845-876-7015  
845-876-5583 FAX

### Village of Rhinebeck Event Application

DATE: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DESIGNATED CONTACT FOR EVENT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE (before event): \_\_\_\_\_ (during event) \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

Set up start time: \_\_\_\_\_ Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_ Estimated "tear down" time: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

Hours of anticipated peak attendance: \_\_\_\_\_

ESTMATED NUMBER OF MANAGEMENT VEHICLES: \_\_\_\_\_

Please attach any additional information or material that you consider helpful in the Review Process and be prepared to provide additional information upon request.



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Please check (X) any and all activities which you expect will be included in your event. Please provide details in the space provided by identifying the number of the particular item.

- |                                |     |
|--------------------------------|-----|
| 1. Fireworks                   | ( ) |
| 2. Alcohol                     | ( ) |
| 3. Street-Closing              | ( ) |
| 4. Structures                  | ( ) |
| 5. Loudspeakers                | ( ) |
| 6. Food Vendors                | ( ) |
| 7. Extra Parking               | ( ) |
| 8. Trash disposal              | ( ) |
| 9. Cleanup                     | ( ) |
| 10. Sanitary Facilities        | ( ) |
| 11. Additional Police Coverage | ( ) |

The undersigned applicant/sponsor agrees to indemnify and hold harmless the Village of Rhinebeck, its elected officials and employees, from any and all claims and/or judgments for personal injury to property resulting, directly or indirectly from any activity by any individual or entity associated with the approved event, as well as any reasonable and necessary costs and expenses which the Village may incur or be subjected to as a result of the event.

The applicant/sponsor acknowledges that he/she is aware that approval of this event may be required from other government municipalities or agencies and approval by the Village of Rhinebeck does not constitute approval by any other municipality or agency.

Upon approval, the permit issued by the Village of Rhinebeck authorizes the applicant/sponsor to conduct the event describes in the application and the applicant/sponsor hereby agrees to comply with all applicable laws, rules and regulations, including any restrictions or conditions imposed by the Village, affecting the holding of an event. The applicant 'sponsor acknowledges and understands that the Village of Rhinebeck reserves the right to cancel any permit for non-compliance by the applicant/sponsor with the restrictions or conditions imposed by the Village in approving the application or for violating any laws, rules or regulations.

Acknowledged and Agreed: Yes ( ) No ( )

Signature of Applicant/Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE RETURN THIS APPLICATION TO THE VILLAGE CLERK UPON COMPLETION.



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## **VILLAGE OF RHINEBECK**

### **EVENT APPLICATION PROCEDURE**

The Village of Rhinebeck requires every sponsor of a special event or gathering to be held in the Village complete and submit an event application which can be obtained from the Village Clerk.

A special event places exceptional demands upon a municipality's infrastructure and its ability to respond to an emergency or disaster. In order to assess the impact that a special event or gathering will have on the Village of Rhinebeck and allow it to fulfill its obligation to protect the health, safety and well being of its residents, the Village expects that a sponsor will cooperate with the Village in the planning of the event or gathering. The information what a sponsor provides in the event application process will help the Village meet its responsibility to the public and at the same time assist the sponsor in planning the event.

The following steps are designed to give the Village sufficient time and information to process the application, make a determination, and include an approved event in its Community Calendar.

#### **STEPS:**

1. Complete the attached application by fully and accurately answering all of the questions.
2. Submit the application together with any supporting documents to the Village Clerk (845-876-7015) any weekday during office hours. The application must be submitted at least 180 days prior to the date the event is intended to be held.
3. The Village and its designated departments and agencies will review the application and may require that additional information be provided. The Village will notify the sponsor in writing of its decision at least 120 days prior to the event.
4. The Village may impose conditions in an approved application which it deems necessary to protect the public and insure a well-managed event.
5. The Village may require the payment of a fee by the sponsor which would reflect the other than usual and normal expenses incurred by the Village's fire, police and other emergency services in their involvement with an event.
6. The Village will require that it be named an additional insured on a \$1,000,000 liability insurance policy for every event which is held in the Village of Rhinebeck and the event sponsor shall comply with the limits as set forth on the attached sample certificate of liability insurance.
7. An event application that is not approved may be appealed to the Board of Trustees in writing within five (5) business days from notification of denial or an approval with conditions.



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8. Complete the attached application by fully and accurately answering all of the questions.
9. Submit the application together with any supporting documents to the Village Clerk (845-876-7015) any weekday during office hours. The application must be submitted at least 180 days prior to the date the event is intended to be held.
10. The Village and its designated departments and agencies will review the application and may require that additional information be provided. The Village will notify the sponsor in writing of its decision at least 120 days prior to the event.
11. The Village may impose conditions in an approved application which it deems necessary to protect the public and insure a well-managed event.
12. The Village may require the payment of a fee by the sponsor which would reflect the other than usual and normal expenses incurred by the Village's fire, police and other emergency services in their involvement with an event.
13. An event application that is not approved may be appealed to the Board of Trustees in writing within five (5) business days from notification of denial or an approval with conditions.



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## **Minimum Insurance Requirements for Village of Rhinebeck Events held on Village Property**

Prior to the start of any event, the Sponsor shall, at its sole expense, maintain the following insurance on its own behalf, and furnish to the Village of Rhinebeck certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

The term "Sponsor" as used in this indemnification agreement shall mean and include Subcontractors of every tier.

- 1) Commercial General Liability Policy, with limits of no less than \$1,000,000 Each Occurrence/\$2,000,000 Aggregate limits for Bodily Injury and Property Damage, and shall include coverage for:
  - A. Village of Rhinebeck and their assigns, officers, employees, representatives and agents should be named as an "Additional Insured" and shall apply on a primary and non-contributory basis, including any self-insured retentions. The Certificate of Insurance should show this applies to the General Liability coverage on the certificate, and Additional Insured Endorsement shall be attached.
  - B. Coverage for athletic participants must be included for an athletic team or league.
  - C. To the extent permitted by New York law, the Sponsor waives all rights of subrogation or similar rights against Village of Rhinebeck, assigns, officers, employees, representatives and agents.
  
- 2) Comprehensive Automobile Policy, with limits no less than \$1,000,000 Bodily Injury and Property Damage liability including coverage for owned, non-owned, and hired private passenger and commercial vehicles. Required if the event involves the sponsor's motor vehicles.
  - A. Village of Rhinebeck and their assigns, officers, employees, representatives and agents should be named as an "Additional Insured" on the policy. The Certificate of Insurance should show this applies to the Automobile Liability coverage on the certificate, and Additional Insured Endorsement shall be attached.
  - B. To the extent permitted by New York law, the Sponsor waives all rights of subrogation or similar rights against Village of Rhinebeck, assigns, officers, employees, representatives and agents.
  
- 3) Umbrella Liability, with limits of no less than \$1,000,000 Each Occurrence/\$1,000,000 Aggregate, including coverage for General Liability & Automobile. Required for events in excess of 300 people.
  
- 4) If applicant is applying for an Alcohol permit from the Village Clerk, and a fee is not being charged for the alcohol, a COI must be provided to the Village with evidence of "Host Liquor Liability". If a fee is being charged or a caterer will be providing the liquor, then a COI must be obtained from the sponsor &/or vendor evidencing "Liquor Liability" at the same limits as indicated in 1) above.

INCORPORATED



APRIL 23, 1834

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The Sponsor shall furnish to the Village of Rhinebeck Certificates of Insurance as evidence of coverage prior to the event naming the Village of Rhinebeck as an Additional Insured **by endorsement**. The Sponsor acknowledges that failure to obtain such insurance on behalf of the Village of Rhinebeck constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Village of Rhinebeck. The failure of the Village of Rhinebeck to object to the contents of the certificate or absence of same shall not be deemed a waiver of any and all rights held by the Village of Rhinebeck.

The cost of furnishing the above insurance shall be borne by the Sponsor.

All carriers listed in the certificates of insurance shall be A.M. Best Rated A VII or better and be licensed in the State of New York.

A sample copy of insurance form required will be supplied.



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**Village of Rhinebeck Hold Harmless Agreement**

Name of Participant does hereby covenant and agree to release and hold harmless the Village of Rhinebeck from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of participation in the \_\_\_\_\_.

I understand participation in the \_\_\_\_\_ involves rigorous physical activity and risks of physical injury, and I assume these risks. I hereby consent to emergency transportation and treatment in the event of illness or injury. I hereby accept responsibility for the payment of any emergency transportation or treatment. I further certify that I am in good physical condition, and I have no medical or physical conditions that would restrict my participation in this event.

\_\_\_\_\_  
 Participant Address

\_\_\_\_\_  
 If under 18, Parent signature

**Indemnification and Hold Harmless Agreement**

To the fullest extent permitted by law, Sponsor shall indemnify, hold harmless and defend the Village of Rhinebeck, and agents and employees of any of them from and against all claims, damages, losses or expenses including but not limited to attorney’s fees arising out of or resulting from the performance of the agreement, provided any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (b) is caused in whole or in part by any act or omission or violation of statutory duty or regulation of the Sponsor or anyone directly or indirectly employed by it or anyone for whose acts it may be liable pursuant to the performance of the agreement. Notwithstanding the foregoing, Sponsor’s obligation to indemnify Village of Rhinebeck , and agents and employees of any of them for any judgment, mediation or arbitration award shall exist to the extent caused in whole or in part by (a) negligent acts or omissions, or (b) violations of regulatory or statutory provisions of the New York State Labor Law, OSHA, or other governing rule or applicable law; by the Sponsor or anyone directly or indirectly employed by it or anyone for whose acts it may be liable in connection to such claim, damage, loss and expense. The obligation of the Sponsor to indemnify any party under this paragraph shall not be limited in any manner by any limitation of the amount of insurance coverage or benefits including worker’s compensation or other employee benefit acts provided by the Sponsor.

Company Title/Name: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Please sign, date and return to:

**Village of Rhinebeck, Village Clerk’s Office  
 76 E. Market Street  
 Rhinebeck, NY 12572**