



TOWN OF HILLSDALE
2609 State Route 23
P.O. Box 305 Hillsdale, NY 12529
Main (518) 325-5073 Fax (518) 325-6917

RULES AND REGULATIONS FOR USE OF TOWN PROPERTY FOR EVENTS AND ACTIVITIES

The following is the Town's rules and regulations for the use of Town property and locations for events.

For the Roe Jan Park, see <http://hillsdaleny.com/parks-and-recreation/roeliff-jansen-park/> for details.

1. Applicants will be considered on a first come, first served basis from the actual date and time that a completed application form and fee (if applicable) are received by the Event Coordinator. Applications must be received at least 8 weeks prior to the event. If a series of events is planned one form is required for each event. A rain date is required for all events.
2. The Town reserves the right to deny an application to anyone if it finds that the event is likely to be of an inappropriate character, contrary to the public health, safety and welfare of the community or if it finds that the use is likely to damage the property. The Town will deny any application to any applicant which discriminates against any person due to race, religion, sex, age, national origin, or disability.
3. A Town sponsored or co-sponsored event, including Town Committee events does not require an additional Insurance Policy. Written approval from the Steering Committee Chair is required and must accompany the application form. A detailed budget for the event is required and must be attached to the event form. A Town Committee is prohibited from soliciting funds, sponsorships or, selling goods and materials for the event.
4. The Town tents are available for use for town sponsored events. The large tent is 20 feet x 40 feet and is installed using 3 ½ foot in ground spikes. The tents are available on a first come, first served basis. The usage fee, (\$242.20) for the large tent is based on the cost of the time involved for the placement and dismantling of the tent and must be paid to the Highway Department and is non-refundable and non-transferrable. The smaller pop-up tent is 20 feet x 10

feet, the usage fee is \$20.20. The application for use of the Town tents is made on event request form.

Should an event be cancelled after the tents have been installed the charges for the placement of the tents will be the responsibility of the Committee to repay the Highway Department.

5. Town sponsored events that include outside vendors such as food and beverage suppliers need to comply with the NY State and Columbia County Department of Health Regulations.
<https://www.columbiacountynyhealth.com/wp-content/uploads/2019/03/Requirements-for-Temporary-Food-Service-Vendors.pdf>.
In addition, vendors will have to supply a general liability insurance policy for both bodily injury and property liability, in the amount of one million dollars (\$1,000,000.00), naming the Town as an additional insured. The applicant must submit a copy of the insurance policy to the Event Coordinator at least 14 days prior to the event.
All Health Department Permits must be on display at the event.

Other outside vendors, such as but not limited to, Petting Zoos, Pony Rides, Bouncy Castles will require a general liability insurance policy naming the town.
6. Applicant shall provide adequate and sanitary portable restroom facilities included in their budget, events with less than 100 people require 1 portable facility, 100- 300 require 2 portable facilities. Said portable restroom facilities are required to be present and operational at all times during the event. The Hamlet Park has one portable restroom available from Memorial Day to Labor Day. Additional sanitary portable restrooms need to be requested on the event form.
7. Events involving a parade, run, ride or walk requires a route map that must be attached to the event form.
8. Events that include road closures require written approval from Columbia County Highway Department for a county road, and or the Town of Hillsdale Highway Superintendent for a town road and must be submitted to the Event Coordinator not less than 14 days prior to the event. Written approval from all property owners affected by the road closures must also be submitted to the Event Coordinator not less than 14 days prior to the event.
9. If the event will impact pedestrian and or vehicular traffic the applicant must notify all affected Police, Fire, and EMS agencies and submit proof of notification. Driveways and store fronts may never be blocked. Fire lanes must be maintained at all times.
If parking facilities are not located on Town Property, the applicant is responsible for procuring parking and hiring a traffic officer to direct traffic and pedestrian crossings while traveling to and from offsite parking. The applicant

must provide locations, routes and plans for parking assembly and dispersal with the application.

10. Smoking is prohibited on Town Property.
11. Any approved application may be revoked or terminated at any time by the Town if the applicant breaches any of these rules, violates any other laws, ordinances, or regulations, or if the Town, in the exercise of its sole and absolute discretion, deems it necessary to revoke to ensure the public's health, safety, welfare, or enjoyment of Town Property.
12. Applicant is responsible for clean-up of Town Property, any surrounding property, including but not limited to, any sidewalk or parking lot debris from the event. Clean-up must be performed during and after the event.
The applicant is responsible for the Town Property area and surrounding areas to be cleaned up and all supplies and equipment must be removed by applicant within twelve (12) hours after the conclusion of the event. The Town is not responsible for any items left on Town Property or surrounding property after the event.
13. The applicant hereby agrees to indemnify and hold the Town and its officers, employees and agents harmless from and against any and all claims for damages or injures to persons or property resulting from or in any way arising out of his/her/its use of Town Property or surrounding property.
The applicant will be responsible for the behavior and actions of its guests at all times. The Town assumes no liability or responsibility for loss of property or for injury or damages to person or property that may be sustained while on Town Property or surrounding property, including but not limited to, while at or travelling to or from any offsite parking, and the applicant hereby releases and agrees to hold the Town harmless from the same. The Town expressly disclaims any warranty or representation as to the suitability or condition of Town Property or surrounding property, and the applicant and its guests enter at their own risk.

You will be notified within 14 days of submitting the application to confirm or deny your request.

Questions:

Email: HillsdalenEvents@gmail.com

Phone: 518 325 5073 ext 31