



# ROELIFF JANSEN PARK

## Roeliff Jansen Park Wedding/Event Permit

[info@hillsdaleny.com](mailto:info@hillsdaleny.com)

A copy of the Roeliff Jansen Park Wedding / Event Policies and Guidelines is attached to this permit. Please read it carefully. You must agree in writing to the conditions of these policies and guidelines before a permit can be issued. Your signature on this form indicates your agreement to comply with the rules and regulations of New York State Office of Parks, Recreation and Historic Preservation, Town of Hillsdale and Roeliff Jansen Park's Wedding / Event Policies and Guidelines.

**Type of Event** \_\_\_\_\_

**Date** \_\_\_\_\_

**Start: Time** \_\_\_\_\_ **End** \_\_\_\_\_

### Event to be held by:

**Name(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone contact:** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**If permittee (person signing contract, acquiring insurance coverage etc) is different from above, please fill in below)**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone contact:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

### Primary Contact for event:

**Name** \_\_\_\_\_

**Contact information** \_\_\_\_\_

Number of guests expected \_\_\_\_\_

Location for the Event: Hilltop Barn \_\_\_\_\_

Wedding ceremony location \_\_\_\_\_

**Deposit** (*must accompany permit- please make check payable to the Town of Hillsdale with RJP wedding and date of event in memo line*)

Amount of Deposit **\$500.00** \_\_\_\_\_ Check # \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ date \_\_\_\_\_ (2 months prior to event)

**Required agreements:**

- **RJP EVENTS PERMIT (due upon signing)**
- **HOLD HARMLESS INSURANCE AGREEMENT -due one month prior to event**
- **PERMITEE'S INSURANCE CERTIFICATE – due one month prior to event . The Certificate of Insurance must name the people of the State of New York, New York State Executive Department, Office of Parks, Recreation and Historic Preservation and the Town of Hillsdale as additional insured.**
- **CATERER 'S CERTIFICATE OF INSURANCE - due one month prior to event**

**OTHER REQUIREMENTS**

Signature of Permittee(s) \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Signatures of Bride and Groom or person(s) holding event if different from Permittee

\_\_\_\_\_

Date \_\_\_\_\_

RJP Representative Signature \_\_\_\_\_

Town of Hillsdale Board Member \_\_\_\_\_

**EVENT INFORMATION**

**Event:**

**Date:**

**CATERING CO.** \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Contact person on site \_\_\_\_\_

**PARTY /TENT RENTAL CO.** \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Contact person \_\_\_\_\_

Supplies expected \_\_\_\_\_

\_\_\_\_\_

**PORTO-LET RENTAL CO.** \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Delivery Date \_\_\_\_\_ Pick-up Date \_\_\_\_\_

Equipment \_\_\_\_\_

**Band/DJ** \_\_\_\_\_

Phone \_\_\_\_\_

**Other/special requirements**