



**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 a list of the Town's rules and regulations for the use of Town property and locations for events.

Excluding 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 Town Clerk. Applications must be received at least 8 weeks prior to the event.
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 does not require an additional Insurance Policy. Written approval from the town entity that is sponsoring the event is required and must accompany the application form.
4. If the event is not a Town co-sponsored event the Town will require, during the term of applicant's use of Town Property that the applicant shall maintain 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 Town Clerk at least 14 days prior to the event.
5. If the event involves a parade, run, ride or walk a route map must be attached to the event form.
6. If the event includes road closures, written approval, from Columbia County Highway Department for a county road, and or the Town of Hillsdale Highway

Superintendent for a town road ,must be submitted to the Town Clerk not less than 14 days prior to the event.

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 at Town Property, the applicant is responsible for procuring parking and hiring a traffic officer to direct traffic and pedestrian crossing while traveling to and from offsite parking. The applicant must provide locations, routes and plans for parking assembly and dispersal with the application.

7. The Town tent is available for use for town sponsored events only. The tent is available on a first come, first served basis. The usage fee, to cover the cost of placement and dismantling of the tent ,must be paid in advance and are non-refundable and non-transferrable. The application for use of the Town tent is made on the Highway Department request form and must be submitted at the time of the initial application to the Town Clerk. If an application is denied, the usage fee submitted with the application will be returned.
8. Other town items may be used for sponsored events only, these include traffic cones, traffic barriers and traffic signage if available. The Highway Department request form must accompany the event application.
9. Smoking is prohibited on Town Property.
10. 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.
11. 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.

12. 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 injuries 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.
  
13. Applicant shall provide adequate and sanitary portable restroom facilities, events with less than 100 person 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. Portable restroom facilities must be removed within 12 hours of the event.

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

Questions:

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