



TOWN OF HILLSDALE
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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 based upon the date and time that a completed application form and fee (if applicable) are received by the Town's designated Event Coordinator. Applications must be received at least 8 weeks prior to the event. If a series of events are planned, one form is required for each event. A rain date is required for all events.
2. The Town reserves the right to deny any application for any reason, including, but not limited to, applications for events contrary to the public health, safety and welfare of the community or likely to damage Town property. The Town will deny any application that discriminates against any person due to race, religion, sex, sexual orientation, age, national origin, or disability.
3. A Town sponsored or co-sponsored event, including Town Committee events, do not require separate or additional insurance. 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. Town Committees are prohibited from soliciting funds, sponsorships, or selling goods and materials for events.
4. 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 is \$242.20 for the large tent and is based on the time required for placement and dismantling of the tent. This fee 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 the event request form.

Should an event be cancelled after the tents have been installed, the charges for the placement of the tents will remain 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 must provide commercial general liability insurance, covering both bodily injury and property damage, with limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The vendor must provide the Town of Hilldale with a Certificate of Insurance evidencing the requisite coverage and naming the Town of Hilldale as an additional insured. Such COI shall be submitted 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 Petting Zoos, Pony Rides, Bouncy Castles, etc., must also provide the Town of Hilldale with a Certificate of Insurance evidencing the same coverage and naming the Town of Hilldale as an additional insured. .

6. Applicant must provide adequate and sanitary portable restroom facilities for their event(s). Provision for such facilities must be included in their budget. Events with less than 100 people require 1 portable facility. Events with 100-300 people require 2 portable facilities. Requisite 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 require 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 from the Town of Hilldale 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.
10. 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.

11. Smoking is prohibited on Town Property.
12. 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 ensure the public's health, safety, welfare, or enjoyment of Town Property.
13. 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.
14. To the fullest extent permitted by law, the applicant agrees to defend, indemnify, and hold harmless the Town of Hillsdale, and all of their officers, agents, and employees, from any and all claims, losses, costs (including legal fees), damages, expenses, judgments or liabilities for personal and bodily injury, including death, or property damage, that result from, or arise out of, the applicant's use of Town property.
15. 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