



Use Request and Guidelines for the local non-profit Organization Awareness Area available at the Copake Hillsdale Farm Market

The Town of Hillsdale will have a “community forum” area available each Saturday at the Copake Hillsdale Farmer’smarket starting in July. The area, next to the silo, can be used by a local area non-profit organization to build community awareness and distribute information about their organization and goals. The area is not to be used for fundraising or sales of any products.

One group per Saturday will be allowed. Organizations must apply to Town Hall for use of the area by completing and submitting the attached Use Request form. Please include proof of your non-profit status, the required insurance certificate and a signed Hold Harmless Agreement.

Approved organizations will be assigned a Saturday and will agree to the following rules:

Setup and breakdown: Booths fully set up no later than 9:00AM. Breakdown - No earlier than 1PM. Tents must be in good repair and have tent weights

Parking: No parking, standing, or idling their vehicle near the silo “community forum” space after 9:00 AM. At that point, all community table volunteers/organizers must be parked in the upper lot.

Attendance: Organizations are entitled to set up one booth or tent. Booth/tents must be attended at all time by no more than 4 persons. Contact with the public will occur within the immediate proximity of the organization’s tent, in a non-confrontational manner.

Insurance: Organizations are required to provide proof of insurance coverage.

We request a Certificate of Liability with the certificate naming the people as The State of New York, Taconic Region, 9 Old Post Rd. Staatsburg, NY 12580 and the Town of Hillsdale, New York as additional insured. Roeliff Jansen Hold Harmless Agreement must be agreed upon and signed (It may be accessed [here](#)). Organizations need to provide this approved Use Request Form to the Farm Market manager before setting up. The permittee(s) shall obtain general liability insurance at its own cost and expense. Said insurance policy shall name the State of New York, PARKS, and their officers, employees and agents for claims of damage to persons or property that arise out of the PERMITTEE’S use of the PREMISES. Such policy shall have a liability limit of at least \$1,000,000 each occurrence and at least \$2,000,000 general aggregate.



LOCAL NON-PROFIT ORGANIZATION USE REQUEST FORM

APPLYING
ORGANIZATION _____

CONTACT
PERSON _____

CONTACT PERSON PHONE # _____

Brief description of the organization plan to build community awareness and distribute information about their organization and goals

Signature _____

Date _____

For the Town of Hillsdale

Signature of the approver _____

Date approved _____

The Saturday this is approved for _____