

VILLAGE OF CAMDEN PROPERTY USE REQUEST FORM

Village Property requested for use: _____

Name of Person/Group/Organization: _____

Email _____

Contact Name/Supervisor in charge of the
Event: _____

Address: _____

Contact Phone Number: _____

Event Type: _____

Event Date/Time : _____

Will you need access to the bandstand? Yes / No (MUST CIRCLE)

Will you require electricity? Yes / No (MUST CIRCLE)

Will you need water? Yes / No (MUST CIRCLE)

***WATER USE FOR CAR WASHES:** THERE IS A \$10.00 MANDATORY WATER USAGE FEE.
_____(VILLAGE OFFICIAL WILL DATE & INITIAL BOX WHEN PAYMENT IS RECEIVED)

Will you require the bathroom facilities? Yes / No (MUST CIRCLE)

*** BATHROOM FACILITIES:** IF YOU REQUIRE BATHROOM USAGE, YOU MUST SIGN THE KEYS
OUT AT THE VILLAGE OFFICE. IN ADDITION, YOU/YOUR ORGANIZATION IS RESPONSIBLE FOR
THE CONDITION OF THE FACILITY FOLLOWING THE EVENT. _____ (MUST INITIAL)

Do you have any further requests/needs? _____

Please be aware that you are responsible for any garbage that is generated and all clean
up following your event. _____ (MUST INITIAL)

Please be aware that if you are selling any type of food/beverage the Oneida County
Health dept. requires you/your organization to obtain a certificate of health. Please check
that you were advised and understand this requirement. _____ (MUST INITIAL)

Please be aware that if you are pitching a tent you must contact the Village w/in two
working days of the event, for the marking of underground utilities. Please check that
you were advised and understand this requirement. _____ (MUST INITIAL)

PLEASE CHECK APPROPRIATE SELECTION AND PROVIDE REQUIRED DOCUMENTS:

- ____ **Events/Parades:** Attached Hold Harmless Agreement
- ____ **Vendors/Crafters:** Attached Hold Harmless Agreement
- ____ **Organizations using the Village Property for events:** Certificate of Insurance naming the Village additionally insured for \$1 million.
- ____ **Vendors/Food:** Certificate of Insurance naming the Village additionally Insured for \$1 million per occurrence/\$2 million aggregate.
- ____ **Vendors/Beer:** The Village must be provided proof of Special Events Policy including liquor liability insurance coverage.
- ____ **Personal Use of Alcohol (Forest Park):** The Village must be provided proof of Special Events Policy including liquor liability insurance coverage.

Agreement

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. They agree to be responsible to the Village of Camden for the use and care of the facilities. They, on behalf of the Village of Camden do hereby covenant and agree to defend, indemnify and hold harmless the Municipality from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Municipality property.

Representative Signature and Position within Organization:

or

Signature of Individual:

Village Representative Signature: _____

Board meeting – approval date _____

***Please note* When using public parks; the Village cannot guarantee sole use to you.**