Liberty Main Street Stage Use Permit

For Office Use Only:
Amount: $ _____
Receipt #: _____
Check #: _____
Cash: ☐ Yes ☐ No

Name of Group/Person: _____

Person in Charge: _____

Mailing Address: _____ City _____ Zip _____

Home Phone: _____ Work Phone: _____

Alternate Contact: _____ Phone: _____

Date(s) Requested: _____ **Arrival Time**: _____ **End Time**: _____

Number of People Expected: _____ **Purpose for use**: _____

_____

Fees:				
❒	Town/Village Sponsored Event:	$ 0.00	❒ Electric Use (per day)	$25.00
❒	Group/Organization Event:	$55.00*	❒ P&R Bldg. Restroom/Svcs	$50.00
❒	Commercial/For Profit Event:	$110.00*	❒ Clean-up deposit	$100.00

**A one million dollar certificate of insurance is required prior to pavilion usage.*

Note: This reservation will be issued on the condition that the **applicant holds the Town of Liberty free and harmless from any and all claims for damage** arising out of illness, accident, mischief, or any other claim resulting from the consumption of mood altering substances, by the applicant or any of his or her guests.

Rules:
1) User fee and Clean-up deposit *must be paid at time of reservation* along with a copy of the certificate of insurance. Clean-up is the responsibility of the person renting the stage and the deposit will be returned via the Town of Liberty monthly voucher system pending notification by park staff that the stage and grounds were left in satisfactory condition (cleaned to original condition). Failure to do so will result in forfeiture of clean-up deposit.
2) All reservations must be through the Town of Liberty Parks & Recreation office at least (10) days in advance and are on a space available basis.
3) Cancellations made (72) hours prior to the scheduled event will receive refunds through the Town of Liberty monthly voucher system.
4) Residents and groups of the Town of Liberty have first priority over outside groups. The Parks & Recreation Department has priority over all groups.
5) Rain dates are subject to availability.
6) The Town of Liberty Parks & Recreation Department reserves the right to deny use of the stage.
7) The Town of Liberty assumes no responsibility for peripheral incidents within the Village of Liberty arising as a result of a stage event.
8) The cost of damage repair is the responsibility of the user.
9) Use of restroom facility requires the user to provide their own toilet paper and paper towels and must be left clean after the event, including the removal of trash.
10) Prior to the stage rental, the person in charge is required to pick up the necessary door keys during Park & Rec. Office hours and must return the keys as per instructed by Park & Rec. Staff.

I have read and understand the rules and regulations of the Liberty Main Street Stage Use Permit and agree to the terms set forth by the Town of Liberty Board and Parks & Recreation Board.

_____ _____

Signature **Date**

Address: 119 North Main Street, Liberty, NY 12754 **Phone:** (845)292-7690 **Fax:** (845)292-3588