



INCORPORATED VILLAGE of WESTHAMPTON BEACH

Application for Use of Village Property for Municipal Parking Lots

INSTRUCTIONS TO APPLICANTS

Please submit two (2) copies of this form, along with a completed Certificate of Comprehensive General Liability Insurance showing the Village of Westhampton Beach as an Additional Insured, and an Application Fee of \$250 and a \$500 security deposit at least 30 days prior to the requested date, to the:

Village Clerk
Incorporated Village of Westhampton Beach
165 Mill Road
Westhampton Beach, New York 11978

Application for use of Village property is made on behalf of:

(Name of Individual, Group or Organization)

Address: _____

Contact Person: _____ Telephone: _____

Email Address: _____ Fax Number: _____

INFORMATION ON VILLAGE PROPERTY DESIRED FOR USE

Village Location Requested: _____

Estimated Cars/Vehicles: _____

Date(s) Requested: From _____ To: _____

Time of Event: From _____ To: _____

Rain Date: _____ (Must be determined 24 hours in advance and notification made to WHB Police Department)

YOU WILL RECEIVE BASED ON THE NUMBER OF CARS ON APPLICATION A SPECIAL PARKING PERMIT FROM THE VILLAGE CLERK FOR THE DATE AND TIME OF EVENT TO BE PLACED IN THE WINDSHIELD OF ALL CARS.

Certification by Applicant

I/We are duly authorized representative(s) of the group or organization named in this application, have read and agreed to abide by the aforesaid rules.

Signature of Applicant or Representative

Print Name and Title

SPACE BELOW IS FOR VILLAGE USE ONLY

Date Application Received:		Application Approved	Disapproved	
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(Signature of Mayor or Mayor's Designee)

Date: _____

Approval of Incorporated Village of Westhampton Beach Trustees (if necessary) Date: _____

(Signature of Village Clerk)

Date: _____

	Police		Fire		Public Works		Insurance Agent		Other	
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INCORPORATED VILLAGE OF WESTHAMPTON BEACH
165 Mill Road
Westhampton Beach, New York 11978
www.westhamptonbeach.org

VILLAGE PROPERTY USE FEES

A security deposit of \$500.00 will be required from all applicants who submit an application for the use of Village property. The deposit is refundable after inspection of Village property within 72 hours of an event's conclusion by the Department of Public Works. Any applicant who submits an application for multiple events will only be subject to one deposit fee.

- Village Hall use request by non-resident \$500.00
Request requires approval by Mayor.
Governmental (Town, County, State, etc.) use is fee exempt
- Municipal Parking lots \$250.00
- Village property use by resident or organization \$100.00
This includes Village beaches, Village Green, the Great Lawn
Yacht basin/marina or other Village owned property.
- Village property use by a non-resident will be subject to approval by the Board of Trustees. In addition, fees will be determined by the Board after consideration of type of event, size, etc.

VILLAGE OF WESTHAMPTON BEACH
USE OF VILLAGE PROPERTY APPLICATION

INDEMNITY AGREEMENT



STATE OF NEW YORK}

} ss:

COUNTY OF SUFFOLK}

In consideration of issuance by the Village of Westhampton Beach of a Use of Village Property Permit, the applicant voluntarily agrees to indemnify and hold Village of Westhampton Beach and its officers, employees, and agents harmless from and against any and all losses, liabilities, damages, or costs sustained by any person for personal injury, death, or property damage arising out of, or as a consequence to the Use permit.

The undersigned further agrees to indemnify and hold harmless the Village and its officers, employees and agents from and against any and all losses, liabilities, damages, or costs which may be imposed upon, incurred by or asserted against the Village by reason of any act of omission of the undersigned, which result in damage or injury of any kind to any person or any property and which arises out of or is any way connected with the event permitted by this permit.

Applicant Signature

Sworn to before me this

____ day of _____, 20__

Notary Public