



Town of Clayton Cerow Recreation Park
600 East Line Road, Clayton, NY 13624
jejones@townofclayton.com / 315-686-4310

Application for use of Arena Meeting Room

Name of Applicant / Organization: _____

Address: _____

Contact Person / Phone: _____

Contact Person's Email Address: _____

Date Requested: _____

Time Period Requested: _____

Activity to be held: _____

Approximate number of attendees: _____

Additional Contact Person / Phone: _____

Arena Meeting Room Rental Fees (Per Hour) – **Resident: \$40.00 / Non – Resident: \$100.00**

Checks made payable to: *Town of Clayton, NY*

Terms of Agreement

Applicants must contact the Recreation Park Office at (315) 686-4310 about date availability. Application and payment must be submitted to the Recreation Park Office at least two weeks prior to the event. Reservations of the Arena Meeting Room takes precedence over unscheduled use.

Applicant is encouraged to retain a copy of the completed and approved application.

- Applicant is required to provide insurance coverage to the extent of which is subject to the sole discretion of the Town. Generally, coverage is required as follows: **LARGER EVENTS SPONSORED BY BUSINESS/ORGANIZATION**-Certificate of Liability Insurance in the amount of \$1MIL per occurrence/\$2MIL aggregate, naming the Town of Clayton as additional insured for requested period of use. **LARGER GATHERINGS PRIVATELY**

SPONSORED-Special Event Policy in the amount of \$1MIL per occurrence/\$2MIL aggregate, naming the Town of Clayton as additional insured for requested period of use. **SMALLER PERSONAL GATHERINGS**-Subject to the Town's determination based on the extent of liability exposure either: Special Event Policy as outlined above or homeowner's/renter's insurance policy in the amount of \$1MIL per occurrence.

- Applicant is responsible for activities and behavior of those using the Arena Meeting Room during the event and violation of any of the terms of this agreement will result in immediate forfeiture of the Arena Meeting Room Permit and may be grounds to deny future use of the Arena Meeting Room.
- Applicant assumes the risk for any damage or injury to property or persons by completing the indemnification policy listed below.
- Glass bottles are not allowed. Alcohol is not permitted for consumption by anyone under the age of 21.
- Applicant is required to leave the site in the clean and proper condition it was found.
- Overnight parking is not permitted.
- Applicant must be 21 years of age or older and present during the entire event.

Indemnification Policy

I, _____, the applicant, agree to act in accordance with the Recreation Park Arena Meeting Room Terms of Agreement as stated above. I am requesting the use of the *Arena Meeting Room* and agree I will indemnify and hold harmless the Town of Clayton and its officers, agents and employees from any liability resulting from use of said premises to the greatest extent of the law, including all claims, damages, losses, judgments and litigation expenses arising out of injuries of persons (including death) sustained or alleged to have been sustained by the officers, employees of the Town of Clayton or by any officers or agents of the applicant or by and participant or spectator. The same indemnification will apply to any alleged acts or omissions by the applicant or any participant, spectator, employee or volunteer resulting in damage to real or personal property in connection with the use of the site names above. The applicant further undertakes to reimburse the Town of Clayton for any damage to its real or personal property occurring in connection with the use of the site named above, by the applicant.

Signed: _____ Date: _____

Office Use Only

Recreation Department approval: YES NO
Signature: _____ Date: _____
Fee Due: _____ Fee Paid: _____
Insurance Certificate on file: _____