

**TOWN OF BOSTON**  
**APPLICATION FOR USE OF FACILITY**

**This Application is subject to Approval by the Town Board**

**\*\*\*Application, deposit, plans, layouts and any additional proof from other agencies must be completed and submitted at time of application.**

Name/Organization \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of person responsible for facilities \_\_\_\_\_  
Title \_\_\_\_\_

Applicant Address \_\_\_\_\_

Applicant Daytime Phone # \_\_\_\_\_ # Of Attendees: \_\_\_\_\_

Date(s) Requested\* \_\_\_\_\_ Time \_\_\_\_\_ Type of Event \_\_\_\_\_

**Sporting Leagues — Please attach Schedule**

**\*\*Certificate of Insurance from your organization must be submitted at least 1 week before your 1st sporting event\*\***

**\*\*\*Please confirm that your dates do not conflict with any Sporting Leagues\*\*\***

Baseball—Michelle Gonter	628-6237	Football—Joe Redmond	818-5082
Softball—Dianne Stroh	648-9049	Soccer—Jim Roistacher	941-5463

**I, THE UNDERSIGNED, REQUEST PERMISSION TO USE THE FOLLOWING: (check all that apply)**

<input type="checkbox"/> South Boston Park	<input type="checkbox"/> Boston Town Park/Lions Shelter
<input type="checkbox"/> Town Hall Community Room w/ Kitchen	<input type="checkbox"/> Bathroom Facilities
<input type="checkbox"/> Other _____	<input type="checkbox"/> Town Fields
	<input type="checkbox"/> Other _____

**WILL YOUR EVENT HAVE ANY OF THE FOLLOWING: (Check all that apply)**

<input type="checkbox"/> Parade	- Who will provide traffic control? _____ (Submit proof in writing from that agency at time of application)
<input type="checkbox"/> Parking (over 50)	- Please submit parking Plan: (This must be approved by Park's Superintendent before submittal to Town Clerk with application)
<input type="checkbox"/> Rides	(Certificate of Insurance from your insurance company must be submitted 1 week before use begins)
<input type="checkbox"/> Fireworks	(Certificate of Insurance from Firework Vendor must be submitted 1 week before your event)
	-Who will provide Fire Stand By? _____ (Submit proof in writing from that agency at time of application)
<input type="checkbox"/> Vendors (over 5)	- Please submit Layout (This must be approved by Park's Superintendent before submittal to Town Clerk with application)
<input type="checkbox"/> Other	- Please indicate on your plan (This must be approved by Park's Superintendent before submittal to Town Clerk with application)

**Alcoholic Beverages:**  
(IF SERVING ALCOHOL, CHECK ALL THAT APPLY)

Are you serving alcohol?      \_\_\_ Yes      \_\_\_ No  
Are you having a Private Party?      \_\_\_ Yes      \_\_\_ No  
Are you having a Public Special Event?      \_\_\_ Yes      \_\_\_ No

(Private and Public parties serving alcohol must submit a Certificate of Insurance 1 week before your event. Public Special Events must also submit a copy of your NYS Liquor License 1 week before your event.)

**Certificates of Insurance:** You must list the Town of Boston as additionally insured and the dates of the event must be on the Certificate of Insurance. Your insurance agent can help you with this. The following is a list of Liability amounts needed:

Private Party (Host Liquor)	\$ 500,000
Public Special Event (Liquor Legal)	\$1,000,000
Ride Vendor	\$1,000,000
Fireworks	\$1,000,000
Sporting Leagues	\$1,000,000

**FEES & DEPOSIT:** A \$50 deposit must be included with this application. Deposit will be returned when facilities are cleaned to the satisfaction of the inspecting authority and return of keys. In addition, there is a user fee of \$25 per day for the bathroom facilities, which will be utilized to cover the cost of supplies, final clean up and administrative costs.

**KEYS:** Keys may be picked up on the business day before the scheduled event and should be returned the first business day immediately following.

**COMMUNITY EVENTS SIGN:** If your organization needs to use the Community Announcement sign near the Emergency Squad Bldg, the "Request to use Coming Events Sign" application must be completed and submitted to the Highway/Parks Dept. This form can be obtained from the Town Clerk's Office or at [www.townofboston.com](http://www.townofboston.com).

Requests may be submitted after September 1st the year before your event.

I agree that all facilities used will be properly cleaned to the best of my ability upon completion of the event and that I will be responsible for any damages caused to any of the facilities or grounds. I will submit to the Town Clerk all Certificates of Insurance and NYS Liquor License if necessary at least 1 week prior to my event. I have contacted the above mentioned sporting leagues and there are no conflicts with dates.

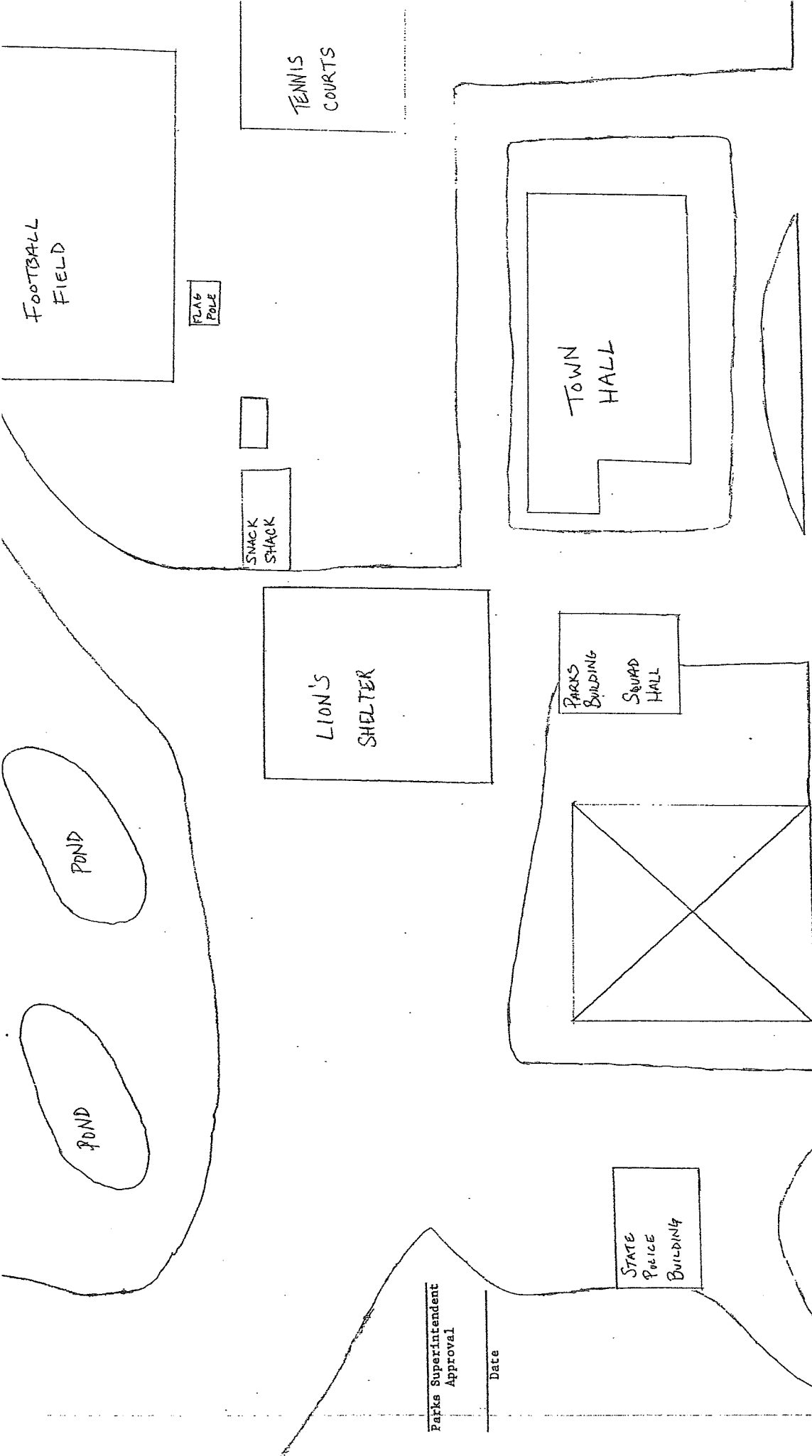
**SIGNATURE OF APPLICANT:** \_\_\_\_\_

Upon Completion, please submit to Town Clerk

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DEPOSIT AND FEE REC'D \_\_\_\_\_ APPROVED/DENIED : \_\_\_\_\_  
(date) (date)

INSPECTION: \_\_\_\_\_ DEPOSIT RETURNED: \_\_\_\_\_  
(date) (date)



BOSTON STATE ROAD

Parks Superintendent  
Approval

Date