

**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. Must be a Boston Resident to request use. *****

Name/Organization _____ Date ____/____/____

Name of person responsible for facilities _____
Title _____

Applicant Address _____

Applicant Daytime Phone # _____ # Of Attendees: _____

Date(s) Requested* _____ Time _____ Type of Event _____

Set Up _____ Take Down _____

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—Josh Haeick 649-6170 Football—Brian Reader 544-4655
Soccer—Nicole Rooney 422-0023

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

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

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: Are you serving alcohol? Yes No
 (IF SERVING ALCOHOL, CHECK ALL Are you having a Private Party? Yes No
 THAT APPLY) Are you having a Public Special Event? Yes No

PLEASE NOTE: ALL parties must submit a Certificate of Insurance 1 week before your event.
 Public Special Events serving alcohol 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 **\$100** deposit/processing fee and **\$25** per day bathroom use fee must be included with this application. These funds will be utilized to cover the cost of bathroom supplies, final clean up and administrative costs. A refund of **\$50** will be returned when facilities are cleaned to the satisfaction of the inspecting authority and, if applicable, return of keys.

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.

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

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

INSPECTION: _____ DEPOSIT RETURNED: _____
 (date) (date)

TOWN OF BOSTON



RESOLUTION 2015-11 TOWN FACILITIES

At a Regular Meeting of the Town Board of the Town of Boston, Erie County, New York, held at Boston Town Hall, 8500 Boston State Road, Boston, New York on the 4th day of November 2015 at 7:30 P.M. Eastern Standard Time, there were:

Present: Councilmen Jeffrey A. Genzel, Jay P. Boardway, Lawrence A. Murtha, and Gary E. Vara

Absent: Supervisor Martin A. Ballowe

Councilman Genzel presented the following resolution and moved its adoption:

WHEREAS, the Town of Boston has duly established a Town Hall and Town Parks Policy for the Town of Boston, and

WHEREAS, the Town of Boston is interested in having the Town Hall and Town Parks facilities available to Town residents, and

NOW THEREFORE:

BE IT RESOLVED, that Town Hall Policy and Town Parks Policy shall be as follows:

TOWN HALL POLICY

Planning Board Room / Court Room / Community Room-Kitchen

- 1) Approval granted by Town Supervisor and Town Board for the Town Hall. All other matters, keys, deposits, etc. shall remain the responsibility of the Town Clerk.
- 2) The following are exempt from the formal application and fee:
 - Senior Citizen Meetings
 - Flu Shots
 - Blood Drives
 - Congressmen visits or other Government Officials
 - Erie County or other Government Agencies
 - Town Functions

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- 3) No alcoholic beverages or kitchen facilities allowed without Town Board approval.
- 4) No keys will be provided during regular Town hours.
- 5) Release of Town Hall Key requires signature and \$25.00 deposit and must be returned within 48 hours.
- 6) A \$100.00 deposit/processing fee is required.
- 7) Deposit refunded only after satisfactory inspection and return of keys following event.
- 8) First Priority – Town Government Groups.
- 9) Leaders, Coaches, etc. of youth organizations using the Community Room shall be made aware that supervision is necessary, especially with regards to the pool tables and equipment, which the senior citizens of the town use on a regular basis. No athletic shoes (cleats) or Roller Blades are allowed in the Town Hall.
- 10) Pool tables shall not be moved.

TOWN PARKS POLICY

- 1) No scheduling prior to January 1st of the event year.
- 2) Completed Application and approval by the Town Board.
- 3) Certificate of Insurance required if alcoholic beverages served during the event. Must be submitted one week prior to event.
 - A) The Town of Boston must be listed as additional insured.
 - B) A minimum limit of \$500,000 Liability Insurance.
- 4) Bathroom & Water keys available for Emergency Squad/Parks Building.
- 5) Release of keys require signature and \$25.00 Deposit and 48 hour return.
- 6) \$50.00 deposit required.
- 7) Deposit refunded only after satisfactory inspection and return of keys following event.
- 8) First Priority – Town of Boston Groups.
- 9) Permission required from Parks Department to install event signs at Town Hall. Limit three signs for one week only.

BE IT RESOLVED, that violations of this policy will be handled in the following manner:

TOWN OF BOSTON



PENALTY STRUCTURE

- 1) 1st violation - written warning
- 2) 2nd violation - one year denial of use

BE IT RESOLVED, that a check-list shall be posted in appropriate areas as a reminder to clean rooms after use.

BE IT RESOLVED, that the Town of Boston shall stock the Community Room and Bathroom at the Parks Building with the appropriate materials to clean rooms.

Seconded by Councilman Boardway and duly put to a vote which resulted as follows:

AYES: 4

NOES: 0

ABSENT: 1

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Softball—Paul DiCorso	941-6994	Soccer—John Stressinger	972-0606

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| <input type="checkbox"/> North Boston Stadium | <input type="checkbox"/> Small Shelter |
| | <input type="checkbox"/> Bathroom Facilities |
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For the Town Hall: \$100.00 deposit \$25.00 per day bathroom use fee and key release

For the Town Parks: \$50.00 deposit \$25.00 per day bathroom use fee and key release

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