

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

**This Application is subject to Approval by the Town Board  
and MUST be received at least 1 week prior to Town Board meeting**

**\*\*\*Application, fees, 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 And Bathroom Facilities	<input type="checkbox"/> Lions Shelter And Bathroom Facilities
<input type="checkbox"/> North Boston Park Fields	<input type="checkbox"/> Small Shelter
	<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)

**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

**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:** A **\$75 Maintenance 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.

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

**TOWN OF BOSTON PROPERTIES ARE SMOKE FREE**

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

\*\*\*\*\*

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