

Sparkle Lake Building Permit Application

This application form is for the use of the Sparkle Lake Building. Use of this facility is limited to the residents of the Town of Yorktown. Please review all of the listed conditions for issuance of a permit before filing the application. The applicant is responsible for knowledge of and enforcement of the policies listed. The applicant will be responsible to pay any costs incurred in repairing damage caused by the event participants and for cleaning up after the event. The person to whom the permit is issued must be on site throughout the entire period covered by the permit.

Return this application to the Parks and Recreation Department, 1974 Commerce St. Room 122, Yorktown Heights, NY 10598 with the necessary deposit and permit fee. The applicant has 30 days from receipt of application to return all paperwork (including the insurance certificate) and payment (payable to Yorktown Parks & Recreation) in order to hold the reservation. The deposit will be returned by mail upon following satisfactory inspection of the facility after the designated use.

Sparkle Lake Building Permit Conditions

Please review all of the policies listed in this document and initial the spaces provided to show that you have read and understand each one. This should be submitted with your application; a copy will be returned to you for your reference.

- 1) **Eligibility/Use:** Only Town of Yorktown Residents are permitted to rent the Sparkle Lake Building. The individual making the reservation must be present throughout the entire event. Permits are valid only for the date and times specified on the permit. Building users are restricted to the use of the main room, kitchen and restrooms. _____ (initial)
- 2) **Fees and Cancellation Policy:**
 - a. Full payment is required at the time application is made. Deposits will be forfeited for cancellations less than two weeks prior to the event.
 - b. A \$150.00 refundable security deposit is required at time of full payment. This is refundable provided the room is left clean and free of damage and the event did not exceed its permitted time. _____ (initial)
- 3) **Insurance:** The Building User must provide an original certificate of liability insurance with a minimum of \$1,000,000 in liability with the Town of Yorktown located at 363 Underhill Avenue, Yorktown Heights, NY 10598 as additionally insured. _____ (initial)
- 4) **Building Entry:** The key to the building can be picked up at the Parks and Recreation Office, 1974 Commerce St. Rooms 122 & 123, prior to the event during regular business hours and must be returned to the office or in the drop box located at the Parks and Recreation office with 48 hours after the event. _____ (initial)
- 5) **Catering:** If you are planning to use a caterer and/or supply company for your event, you must notify Yorktown Parks and Recreation in advance. All supplies and/or leftover food should be thrown out or taken home at the end of the event. _____ (initial)
- 6) **Alcohol:** Alcoholic beverages require a permit which is obtainable at the Town Clerk's Office at Yorktown Town Hall. Alcohol may only be consumed by adults ages 21 and over. _____ (initial)
- 7) **Responsibilities of the Individual(s) renting the Sparkle Lake Building:**
 - a. There is to be no use of metallic confetti; items should not be placed on the walls or attached to the lighting fixtures. The individual renting the space may be subject to fees if damage occurs.
 - b. Groups and families are responsible for the conduct of their guests. Young children should never be left unattended at any time.
 - c. Patrons are expected to cleanup and to leave the area in good condition. This includes sweeping floors, cleaning tables, and discarding all garbage. All decorations, signs, balloons, etc. should be removed. All garbage should be bagged and placed in the outside receptacle. Staying beyond scheduled time or leaving the facility unclean or damaged will result in loss of security deposit.
 - d. The tables, chairs and rugs (if applicable) must be put back where they were prior to usage. _____ (initial)
- 8) **Laws, Rules, and Regulations:** Building users must be familiar with, and adhere to, all state and local laws, rules and regulations. _____ (initial)
- 9) **Occupancy:** Please be aware the New York State Fire Code restricts occupancy as posted in the Building. You are not permitted to exceed the limit under any circumstances. You may ask for a copy of the occupancy from the office. _____ (initial)

Requirements:

- 1) **Fees:** Standard: \$100.00/hour
Non-profit Organization: \$50.00/hour
- 2) **Refundable Deposit:** \$150.00 (separate check)
- 3) **Certificate of Liability Insurance**

Application for Use of Sparkle Lake Service Building

Name of Resident Applying for Permit: _____

Group or Affiliation: _____

Address: _____

Telephone: _____ Date of Birth: _____

Activity Date: _____ Time: From _____ to _____

Number of Persons Expected: _____ Email: _____

State the nature of your use: _____

Will Alcohol be Served (check one): _____ Yes _____ No

The undersigned applicant certifies that he/she is a bona fide resident of the Town of Yorktown, over the age of 21, and has read the permit conditions established by the Yorktown Parks and Recreation Commission and agrees to comply with those conditions in every respect.

Signature: _____ Date: _____

Printed Name of Applicant: _____

Checks are to be made payable to: Yorktown Parks & Recreation

For Office Use:

() Permit fee paid – amount \$ _____

() Deposit fee paid – amount \$ _____

() Required insurance certificate received

() Alcohol Permit (if applicable)

() Date recorded in reservation book

() Permit sent to applicant

() Age verification

() Application Approved

() Application Denied

() Application approved with the following

conditions: _____

Superintendent of Parks and Recreation

() Deposit check returned on: _____

() Deposit check forfeited due to: _____