



Venue Permit Application

Mattituck Park District

Receipt of the application is not a guarantee of approval. Application will not be finalized until approved and executed by the Mattituck Park District Clerk. **Submit application form to:** Mattituck Park District, PO Box 1413, Mattituck, NY 11952 or via Email: events@mattituckparks.com For more info please call 631-298-9103. For venue availability please see: mattituckparkdistrict.org/calrate

Permit No _____

Today's Date _____

Name of Applicant _____

Organization (if applicable) _____

All paperwork, including any refunds, will be made out in the organization's name.

Is your Organization: 501(C), Not-for-Profit, or Non-Profit? Yes No

(If yes, please attach a copy of the IRS Determination Letter).

Date(s) of Event _____

Event _____

Day of Week	Date(s) (mm/dd)	Setup Time Start & End	Event Start Time	Event End Time	Cleanup End Time

Expected No Attendees _____

Estimated No of Vehicles _____

Event Location Vets Venue Space Vets Picnic Area Bailie Beach Lodge Other _____

Description of Event/Activities _____

Please answer all questions correctly. Unanswered questions may delay your request.

1. Is this event open or advertised to the public? Yes No

2. Is this a fundraising/revenue producing event? Yes No

If you answered yes to either question, please contact the Southold Town Clerk to obtain a Special Event application. (631-765-1800) Special Event Permit

3. Will you serve alcohol? If yes, please complete an MPD Alcohol Permit Application Yes No

4. Will you use a tent larger than 20'x20'? If yes, please complete an MPD Tent Application Yes No

Tent Co Name & Contact Name & Cell: _____

Tent Company must check-in with office before commencing setup. A Certificate of Insurance (COI) is required COI

5. Will you be renting tables & chairs, linens, and/or dishes? Yes No

Party Rental Co Name & Contact Name & Cell: _____

Party Rental Company must check-in with office before commencing setup.

5. Will you be using a Floral Decorator? If yes, please fill out information below: Yes No

Name & Cell: _____ COI

6. Will you be using a DJ? If yes, please fill out information below: Yes No

Name & Cell: _____ COI

Please respect our neighbors. If the DJ is outside, they must be on the covered patio area. The music **must** be turned down to conversation level by **9.30PM.** **Initial Here:** _____

7. Will you be using an Event Coordinator? If yes, please fill out information below: Yes No

Name & Cell: _____ COI

8. Will you be using a Caterer or Servers? If yes, please fill out information below: Yes No

Caterer Name & Cell: _____

Server Name & Cell: _____ COI

If the caterer is dropping off the food and not serving, no COI is required.

9. Will you be using a Bartender? If yes, please fill out information below: Yes No

Bartender Name: _____

COI

If you use a Bartender, they are responsible for the Special Occasion Liquor License and the Liquor Law Liability Legal policy and not the caterer.

10. Will you be using Photographer/Videographer? If yes, please fill out information below: Yes No

Photographer Name & Cell: _____ COI

Videographer Name & Cell: _____ COI

(If independent of photographer.)

Special Use Agreement Rules & Regulations Regarding Use of Mattituck Park District Buildings & Grounds (Agreement)

**Applicant Must Be a Tax Paying Resident of Mattituck Park District*.
All Properties are Tobacco, Vape, and Cannabis Free.**

Consistent with carrying out the purpose of the Mattituck Park District (hereinafter "MPD"), it is the Commissioners' policy to make park facilities available to the residents of the MPD and to resident groups and organizations of the MPD. Applicants must abide by the conditions outlined below. Rental of the Venue Room at Veterans Memorial Beach, Picnic Area, and Bailie Beach Lodge is for MPD Residents only*.

Rental of the Venue Space includes the room, outside covered porch, indoor restrooms (and outdoor restrooms in warmer months) and the West Lawn located directly to the west of the building inside the wooden rail. For private events, a hostess is available during the event to help with any needed assistance.

The Suffolk County Department of Health Services has set the capacity inside the Community Room at 81 persons. The outdoor capacity (which is the rental of the Picnic Area as well) will be 120 persons with a total indoor and outdoor limit of 200 persons.

Rental Rules:

YOU ARE RESPONSIBLE FOR THE CARE OF THE BUILDING AND PROPERTY

- 1) **Insurance:** If alcohol is served, the Applicant is required to provide proof of event insurance (\$1,000,000 Liability with "MPD" as "Additional Insured") prior to the event indemnifying the "MPD" of any liability. If the applicant is pouring, the insurance must also include an additional \$1,000,000 Liquor Liability Insurance policy.
- 2) In addition, if applicant is using a Caterer to prepare and serve food, the MPD must be provided with a Certificate of Insurance (hereinafter "COI") from the Caterer showing the "MPD" as "Additional Insured" for your event in the amount of \$1,000,000. Also, if the Caterer or Bartender is providing alcoholic beverages, the MPD must be provided with Liquor License coverage from such Caterer or Bartender. In addition, an additional \$1,000,000 Liquor Liability Insurance policy with the "MPD" listed as an "Additional Insured" on the COI is required. An MPD Alcohol Permit Application must be filed.

* Venues may be rented to non residents 90 prior to a date, provided the venue is available.

- 3) Event Planners, Waitstaff, DJs and others (see checklist above) must also provide a COI, also naming MPD as “Additional Insured”.
- 4) **Rental Hours:** The premises are available from 8AM – 11PM, daily. The rental period includes set up, decorating, and cleanup times. Setup/cleanup/removal of decorations is the responsibility of the group. Confetti-filled balloons are prohibited both inside and outside the premises (this includes balloons with “biodegradable” confetti). Non-adherence to this will incur a cleanup charge.
- 5) The Venue Space must be fully cleaned up and everything removed from the premises by 11PM. Extra time for decorating and cleanup may be accommodated by special request. Setup and cleanup will be charged at \$100/hour (\$50/hour at Bailie Beach). Please include this in your requested time.
- 6) **Security Deposits:** The Security Deposit confirms your reservation and is refundable after the event is over and the premises are found clean and without damage. Non-compliance of this policy will cause forfeiture of the Security Deposit. The Security Deposit amount is dependent on the event size. **Please postdate your check for the Security Deposit to the date of your event.**
- 7) **Setup:** All tables and chairs must remain in the building at all times. **Music:** Any music provided during your event must comply with the current Southold Town Noise Ordinance. Music must be at conversation level by 9.30PM and end no later than 11 PM. Please be considerate of the Park’s neighbors and others using the park when setting the volume.
- 8) **Tents and Other Rental Items:** A separate Tent Permit Application is required, along with an additional Security Deposit, to ensure that the Applicant’s tent will be removed by the next day after your event and also to ensure the Vendor does not damage MPD property. If an applicant will be renting tables, chairs or any other catering items from a different Vendor, an additional Security Deposit may be required thus ensuring that the items will be removed by the next business morning after your event. Non-compliance will result in the full or partial loss of your deposit(s).
- 9) **Other: No smoking, open flames or candles are allowed.** Cooking equipment is NOT PERMITTED in our buildings at any time. Slow cookers/hotboxes/Sterno are permitted. Use only gas grills outside. No grills or cooking under roof areas. Bonfires, fireworks, and animals are prohibited.
- 10) There is no generator and as such the MPD is not responsible for any power outages at the Venue at Vets. There is a generator at the Bailie Beach Lodge.
- 11) Depending upon the number of people attending your event you may be asked to provide portable toilets at your own expense.
- 12) **Parking:** Accommodations can be arranged on the west grassy side of the building only. During the Summer Season, only MPD residents attending your event may park in the beach parking lot to the east side of the Venue. Parking should be supervised by the event’s applicant and restricted to his/her guests. Large, public events will require a Southold Town Special Event Permit.
- 12) **Cleanup:** The cleanup must be handled by the applicant as follows:
 - a. All surfaces are to be wiped clean including the interior and exterior of the refrigerator, sinks, counter tops and any wall areas that have been soiled.
 - b. The main room and kitchen should be swept with a Swifter (provided); any spills must be mopped.
 - c. All garbage must be deposited in the dumpster. Garbage does not have to be in Southold Town “yellow bags”. Recyclable items can be thrown into the dumpster. Certain events may require that the Applicant pay an additional dumpster surcharge.
 - d. All foodstuffs and any rental items must be removed.
 - e. The MPD will inspect that cleanup has been conducted satisfactorily.

Responsibility for Damages: MPD agrees that at the time the Rental commences, the premises, which are the subject of the Rental, are in good condition without damage or need of repair. The Applicant agrees that at the conclusion of the Rental, the MPD shall have the right to inspect the rented premises to determine if any damage has occurred as a result of the Rental. In the event damage is discovered,

Applicant agrees to be fully responsible for all costs and expenses associated with repairing the premises as well as partial or total forfeiture of Security Deposit described in this "Agreement".

Noncompliance may result in forfeiture of some or all of the Security Deposit. *Initial & Date:* _____

Responsibility for Injuries: Applicant agrees that the MPD shall have no responsibility for any injuries which occur as a result of the leasing of the subject premises and further agrees to indemnify and hold MPD harmless against any claim for damages which may arise from the use of the premises during the term of the Rental. Applicant shall also indemnify "MPD" for any legal fees or costs incurred by the MPD as a result of a claim being filed against the Applicant and which arises from the rental of the premises.

Furthermore, the Applicant agrees to ensure that if alcohol is being served, alcoholic beverages may not be served to persons under 21 years of age, excessive/binge drinking or any other unsafe drinking behavior.

Noncompliance may result in forfeiture of some or all of the Security Deposit. *Initial & Date:* _____

Government Rules and Regulations: Applicant shall comply with all applicable local, state and federal laws, rules and regulations. Applicant shall not permit the premises to be used for any illegal activities and "MD" shall not be held responsible in the event Applicant fails to abide this paragraph.

Assignments and Subletting: The Applicant shall **NOT** assign the Permit any part of the MPD property without the MPD's prior written consent and **MUST REMAIN** on the premises at all times.

Law Enforcement intervention due to violation of rules and regulations in this "Agreement" will mean cancellation of event and may incur additional charges, affect future use, and forfeiture of Security Deposit(s) paid. Any cost incurred due to damage to the facility/grounds or due to law enforcement intervention arising from the Applicant/Group's event will be billed to the Applicant/Group.

Cancellation Policy: The request for return of a Security Deposit, due to event cancellation, requires 60 day notice prior to scheduled event.

Entire Agreement: This document represents the entire "Agreement" between the parties and no amendment to any term herein nor additional terms or conditions will be enforceable unless put in writing and made a part of this "Agreement" by the MPD.

Acknowledgement and Acceptance: I acknowledge that I have received a copy of this "Agreement". By signing this "Agreement", I also certify that I have read, understand, and agree to abide by the governing rules and guidelines of the "Agreement" and that by my signature, I, and/or the organization, if any, that I represent, will abide by them. I understand that failure to do so may result in the forfeiture of my security deposit(s). I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of my event and will cause forfeiture of all fees and deposits.

I hereby certify that I am authorized to issue contracts on my own behalf and that of the organization listed, if any, which I represent. In consideration for my and/or my organization's, use of MPD facilities, I hereby agree as follows:

- 1) That I and/or my organization, will abide by all rules and regulations of the MPD.

- 2) That I and/or my organization, will indemnify and hold harmless the MPD, its officers, agents, representatives, employees, and/or agents from all claims, lawsuits, hospital and/or doctor bills, actions, proceedings, and liabilities for the loss or damage to property, or any injury, the death of a person, including any expenses incurred by the MPD defending any claims, lawsuits, or action that may arise as a result of the conduct, actions, including the negligence of the applicant/group/organization to the fullest extent permitted by applicable law.
- 3) That neither myself nor any one of my organization, if any, shall make any claim against the MPD, its officers, agents, representatives and/or employees for any injury or liability which I have indemnified the MPD.
- 4) That I personally and on behalf of my organization, if any, will conduct a reasonable safety inspection of the MPD facilities and/or property and all grounds, structures or buildings used by me and/or my organization, immediately prior to use of the facilities and/or property, and will bring any conditions creating any hazard to the attention of appropriate MPD representatives.
- 5) My signature below signifies my agreement to the rules, regulations, policies and MPD Indemnification.

Printed Name: _____

Applicant Signature & Date: _____ 202__

Witness by the Mattituck Park District: _____ **Date:** _____ 202__

PLEASE READ CAREFULLY:

Submission of the completed form does not guarantee you the site or date until the Security Deposit is received. Applicant is required to pay the facility fee(s) within 21 days of the signing of this "Agreement". Checks must be payable to the "Mattituck Park District". In the event of a bounced check, fees will be applied.

For proof of residency, please attach a copy of your VALID driver's license (MUST be 21 & over for Venue Permits). All applications are approved on a case by case basis, subject to certain restrictions and availability of facility and staff.

Cancellation Policy: Venue Permits are only refundable at the discretion of the MPD.

If the applicant provides false information such as: purpose of event, names/address of event holder, number of persons in attendance, etc., the event may be cancelled prior to or during the event at the discretion of the MPD Staff and may result in forfeiture of fees and deposits and/or denial of current and future applications for use of MPD facilities.

FOR OFFICE USE ONLY

	Usage Fees	Event Security Deposit	Tent Security Deposit
Park Usage			
Add'l Hours			
Tent Fee			
Other			
Total Fee Due			
Check №/Date			
Credit Card/Date			

Security Deposit(s), if paid by check, will be shredded unless the Applicant requests the return of the physical check.

Certificates of Insurance Received:

- Event Insurance Received _____
- Alcohol Insurance Received _____ N/A
- Caterer Insurance Received _____ N/A
- Bartender Insurance Received _____ N/A
- Tent Insurance Received _____ N/A
- Planner Insurance Received _____ N/A
- DJ Insurance Received _____ N/A
- Floral Insurance Received _____ N/A
- Photographer Insurance Received _____ N/A
- Videographer Insurance Received _____ N/A
- Southold Town Special Event Permit _____ N/A

cc: B&G TREASURER SECURITY

B&G Instructions _____

