

INSURANCE REQUIREMENTS

A certificate of Liability Insurance covering the event to be held must be approved by the Corporation Counsel. The City of Newburgh must be named as an additional insured on the Certificate with the limits of liability of at least one million dollars (1,000,000) for each occurrence and two million dollars (\$2,000,000) aggregate for bodily injury and fifty thousand (\$50,000.00) dollars for property damage. In instances where unusual risk of liability is present, the City Manger may require a sufficient additional amount of insurance to indemnify the City against the additional risk of loss. The policy must be written by a company authorized to do business in New York State and must be acceptable to the City Manager.

**THIS IS TO CERTIFY THT I HAVE READ AND UNDERSTOOD THE DESCRIBED
CONDITONS SET FORTH IN THIS APPLICATION AND APPLICABLE CITY
ORDINANCES AND WILL COMPLY AND OBSERVE ALL REGULATIONS AND
LAWS AS STATED WITHIN THIS APPLICATION.**

Applicant Signature _____ **Date** _____

If organization, state the name of the organization and applicant's title in the organization:

Organization _____ **Title** _____

Do not write below this line. For office use only.

Please note if paying with cash or check (include check no).

Application Fee- (if required) . (For information on fees please contact the City of Newburgh Recreation Department at (845) 565-3230)

Security Deposit – amount: _____ **date due:** _____ **date paid:** _____

Facility/Pool/Field Usage Fee:

- **Activity Center/Field/Pool** _____ **hours at \$** _____ **per hour = \$** _____
- **# of games** _____ **@ \$** _____ **per game=\$** _____
- **Tournament \$** _____ **per day for** _____ **days=\$** _____
- **Total Usage Fee- amount:** _____ **date due** _____ **date paid** _____
- **Certificate of Liability Provided** _____ **date provided** _____

Recreation Department Staff Approval/ staff signature _____

All events must be cancelled 48 hours prior to scheduled event. In the event that you do not cancel you will forfeit half of your deposit. The recreation department reserves the right to cancel any events due to inclement weather and any emergency.