

## Newburgh Recreation Department Facility/Activity Permit Application

Check where applicable. Complete all questions. Print or type. Application must be submitted with \$50 application fee at least 30 days prior to event.

Balance of fees and insurance are due a minimum of one week prior to event.

Please allow 4-6 weeks for return of security deposit. A \$50 fee will be added for any returned checks. . (For information on fees please contact the City of Newburgh Recreation Department at (845) 565-3230)

Facility Requested: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type: Not for profit \_\_\_\_\_ community \_\_\_\_\_ church \_\_\_\_\_ club \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Number \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Activity/Program: \_\_\_\_\_

Event Setup \_\_\_\_\_ Start Time: \_\_\_\_\_ Event Conclusion Time \_\_\_\_\_

Estimated # of participants \_\_\_\_\_ (building capacity 275) Admission Charge: Yes \_\_\_\_\_  
No \_\_\_\_\_

Security to be provided: \_\_\_\_\_

Special Requests: \_\_\_\_\_

Age Groups: Children \_\_\_\_\_ Adolescents \_\_\_\_\_ Adults \_\_\_\_\_ Senior citizens \_\_\_\_\_

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### PERMIT CONDITONS

All persons holding any event under a permit issued by the Recreation Department shall be responsible for the following:

1. After the conclusion of the event: cleaning the area used for the event, removing all rubbish, garbage and debris to a designated area, and said area is to be substantially the same condition it was prior to the event.
2. No Alcoholic beverages or other Paraphernalia prohibited by law are permitted.
3. Paying to the City of Newburgh, NY, the cost of repairing or replacing any City property damaged during the course of the event.
4. During the event, the use of mechanical or electrical amplification equipment for the playing of music, speaking to participants or for other purposes shall be forbidden between the hours of 11:00 pm and 10:00 am if the event is within 2,000 feet of any residence and or within 2,000 feet of any house of worship conducting any worship service. All other municipal ordinances relating to noise shall remain in full force and effect.