



Event Permit Application

Check where applicable; complete all questions, print or type.

Name: _____

Type: Non-Profit Private Event

Address: _____

Phone Number: _____ Email Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Planned Activities: Please describe them in full.

Dates of Assembly:

Start Date: _____ End Date: _____

Days of the week required: Please check.

Mon Tues Weds Thurs Fri Sat Sun

Times Requested: Start: _____ End: _____

Estimated Number of Participants: Total: _____ Children _____ /Adults _____

Rental Specifications: Please be advised that prices will vary for large-scale events running beyond 9 PM.

Small Classroom: (Seats 15 People, \$50/hour):

Medium Classroom: (Seats 30 People, \$75/hour):

Large Classroom: (Seats 50 People, \$100/hour):

Gymnasium: (\$125 for sporting events, \$200 for non-sporting events): pricing varies depending on the event, pricing starts from \$2,500 to \$5,000 per day, to be discussed with the NAUC Director of Operations.

Outdoor Field: (\$75/hour):

Indoor Field: pricing varies depending on the event, pricing starts from \$2,500 to \$20,000 per day, to be discussed with the NAUC Director of Operations.

Larkin Center/All-purpose room: (Seats 200 People, \$200/hour): pricing varies depending on the event, pricing starts from \$2,500 to \$5,000 per day, to be discussed with the NAUC Director of Operations.

The Larkin Center is 4,500 square feet with, convenient parking, its own entrance, men's and women's restrooms, and a prep kitchen (no stove/oven). Pricing includes chairs, tables, set up, and clean-up. For after-hour events (5 PM and later), please discuss pricing with the NAUC Director of Operation

Conditions of Permit:

1. The use of amplification equipment for the playing of music, speaking, or other purposes shall be forbidden between the hours of 11 p.m. and 10 a.m. within 2,000 feet of any residence and shall be forbidden within 2,000 feet of any house of worship during the conducting therein of any worship service. All municipal ordinances relating to noise shall remain in full force and effect.
2. After the Conclusion of the event or program, clean the area used and removing of all rubbish, garbage, and debris, leaving the area in the same condition it was prior to the event or program.
3. Payment to the Newburgh Armory Unity Center for all repairs or replacement of property damaged during the event.

Insurance Requirements: Valid certificates of liability insurance must be present naming both 1) the City of Newburgh, 83 Broadway, Newburgh, NY 12550, **and** 2) the Newburgh Armory Unity Center, Inc., 321 S. William Street, Newburgh, NY 12550 as additionally insured 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 dollars (\$50,000) for each occurrence and one hundred thousand dollars (\$100,000) aggregate for property damage. In instances where, in the judgment of the Directors of the Newburgh Armory Unity Center, Inc., unusual risk or liability are present additional insurance may be required to protect and indemnify the City and NAUC 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 legal counsel. The organization filing application for the use of City-owned property and/or facilities for an assembly, or event, agrees to indemnify, defend, and save harmless the City of Newburgh and the Newburgh Armory Unity Center, and their officers, employees, and agents and release them from any and all claims, actions, losses, liability, or damages of any kind arising out of, or resulting from, or caused by, the occupancy or use of such property and facilities by any and all persons or groups participating or involved in said event. If you are planning to serve alcoholic beverages at your event you must apply for a one-day event liquor permit through the NYS Liquor Authority. The Newburgh Armory does not retain a liquor license and must have all liquor removed from the premises if no liquor license has been obtained. Please note your one-day general liability insurance must also cover alcohol.

This is to certify that I have read and understood the conditions described within and set forth, and will comply and observe all regulations and laws as stated within.

Applicant Signature

Date

NAUC Building Rental Policy:

- All rental arrangements must be made through the Director of Operations, Max Cuacuas.
- Permit Application and Insurance must be provided (the program cannot start until both documents are on file at NAUC). Information about insurance requirements are available on page 3 of the Permit Application.
- Groups will be charged as per the NAUC Facilities Price Schedule.
- For groups booking multiple dates, the group organizer must sign off on a final date form after assuring that all dates on the form are correct.
- For all events, a 50% deposit is required to hold the date with the balance due by the day of the event.
- For ongoing programs, if payment cannot be received in full by 1 week prior to the program start date, a payment plan must be discussed with the Director of Operations with the first payment due 1 week before the program starts.
- A copy of Facility Rules will be given to the program organizer and must be signed. Breaking facility rules will result in a warning and then expulsion. It is the responsibility of the program organizer to make sure all participants are aware of all facility rules.

Cancellation Policy:

- Should a group need to cancel a date that they have booked, they must provide written notification to the Director of Operations 3 days prior to cancellation. Groups are still liable for payment.
- Should the program have a standing protocol for cancellations, this must be handed in writing with the Permit Application. For example, Girl Scouts are required to cancel should the school district of their troop close or cancels after-school programming. These standing protocols will be honored by NAUC.
- The Director must be informed of any and all cancellations. Calling Security or the Office Manager will not qualify as a proper cancellation and groups will be charged.
- Should NAUC need to close the building for an emergency, including inclement weather, the groups using the facility for the time of closure will receive a credit, and no refunds will be granted.

I have read and understand the rental and cancellation policies for use of the NAUC facilities and will abide by these policies. I understand that by signing I am legally bound to this contract.

Applicant Signature

Date

Event/Facility Rules:

- The Newburgh Armory is not responsible for any stolen or lost property.
- The event host is responsible for removing all belongings, such as equipment, decorations, etc. at the end of the event from the premises. The Newburgh Armory is not responsible for storing or guaranteeing the recovery of any belongings.
- The Newburgh Armory is not responsible for providing any services or equipment not discussed with the Director of Operations, this includes but is not limited to tables, chairs, garbage cans, extension cords, etc.
- The Newburgh Armory prohibits the use of any smoke devices, pyrotechnics, or fire on facility grounds.
- There is no smoking of any kind prohibited on the Newburgh Armory grounds.
- All event preparations must be discussed and scheduled with the Director of Operations. If no preparation time has been scheduled, your reservation will begin promptly at your contracted start time.
- All guests must respect the Newburgh Armory staff, this includes security guards, cleaning staff, and management.
- If you are planning to serve alcoholic beverages at your event you must apply for a one-day event liquor permit through the NYS Liquor Authority. The Newburgh Armory does not retain a liquor license and must have all liquor removed from the premises if no liquor license has been obtained. Please note your one-day general liability insurance must also cover alcohol.
- The applicant individual or company is responsible for any damages done to the NAUC property during the full extent of their event.
- If there are any disturbances (such as any type of violence) during the event the NAUC retains the right to end the event immediately with no credit or refunds to the applicant's individual/company determined at the NAUCs managements discretion.

I have read and understand the NAUC event/facility rules and regulations listed above for use of the NAUC facilities and will abide by these policies. I understand that by signing I am legally bound to this contract.

Applicant Signature

Date