

**TOWN OF HARRIETSTOWN  
BUILDING / GROUNDS USE APPLICATION**

**PLEASE RETURN COMPLETED APPLICATION TO JOHN WHEELER, BUILDING MAINTENANCE FOREMAN**

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
\_\_\_\_\_ Individual \_\_\_\_\_ Organization

Contact Person: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. Numbers: Primary \_\_\_\_\_  
Secondary \_\_\_\_\_

Email: \_\_\_\_\_

**Dates and times the doors are to be unlocked for access, set-up and/or event:**

Date:  Day:  Time From:  To:

Date:  Day:  Time From:  To:

Date:  Day:  Time From:  To:

**Town Hall:**  
\_\_\_\_\_  
Upper lobby  
\_\_\_\_\_  
Lower lobby  
\_\_\_\_\_  
Kitchen  
\_\_\_\_\_  
Balcony  
\_\_\_\_\_  
Auditorium

**Outside venues:**  
\_\_\_\_\_  
Elks Field  
\_\_\_\_\_  
Rotary Field  
\_\_\_\_\_  
Dewey Mountain  
\_\_\_\_\_  
LaTour Park

Date received by Building Dept. \_\_\_\_\_ Rec'd by: \_\_\_\_\_

**APPROVED BY BUILDING DEPT.**

Date: \_\_\_\_\_ By: \_\_\_\_\_

**REFERRED TO BUILDING COMMITTEE (FOR ADDITIONAL ALCOHOL USE APPROVAL ONLY):**

Date: \_\_\_\_\_

**TOWN OF HARRIETSTOWN  
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Name of Applicant: \_\_\_\_\_

Is this a community benefit use?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If Yes:      What is the community benefit? \_\_\_\_\_  
\_\_\_\_\_

Is your Organization a registered NOT FOR PROFIT?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If Yes, provide you Tax Exempt ID number: \_\_\_\_\_

Do you have insurance\*?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

*\*You are required to provide a Certificate of Additionally Insured, naming the Town of Harrietstown as additionally insured, it will need to be provided 2 (two) weeks before the use of the facilities.*

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**APPLICATIONS THAT INCLUDE ALCOHOL:  
PLEASE SEE THE TOWN'S POLICY IN THIS REGARD.**

Do you intend to provide Alcohol?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, you will be required to follow all requirements of the Town of Harrietstown Alcohol Use Policy.  
Please request this additional information.

Please be advised that an application that includes the use of alcohol, requires a review and approval by the Town Board at a regularly scheduled board meeting and must be on the Agenda.

(Agenda requests must be in the Supervisor's Office on the Thursday preceeding a regular meeting.)

This will require additional time. A completed application must be provided early enough to allow review by the Building Dept. staff, the Code Officer, the Building Committee and to be added to a regular board meeting.

Please see the Town Clerk for the schedule of meetings.

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- FIRE EXITS:
- 1      **FIRE EXITS, ACCESS AND EGRESS DOORS WILL BE KEPT FREE AT ALL EVENTS.**
  - 2      If the exits become blocked or the applicant fails to respond to requests by the Building Dept. staff to correct a situation, the event will be closed down.
  - 3      The Buidling Dept. and the Code Officer, represent the Town of Harrietstown. They are charged with the safety of the public within the building. Please follow their directions.

# TOWN OF HARRIETSTOWN BUILDING / GROUNDS USE APPLICATION

<b>AUDITORIUM USE:</b>
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**SAFETY EXIT ANNOUNCEMENT:** The announcement provided with the application will be read at all events except static art shows which have attendees passing in and out.

**SEATING:**

- Balcony:**
- 1 Max seating is 274 persons.
  - 2 A minimum of three (3) ushers are required when the balcony is used.
  - 3 No children under the age of 10 will be allowed in the single aisle seating area around the balcony perimeter.

- Main Floor:**
- 1 Capacity limits for the main floor will vary, depending on the set-up for the event.
  - 2 **There is flexibility** in the number allowed on the auditorium floor. The Building Dept. will work with you to meet your needs and still maintain fire code and safety standards.
  - 3 **HANDICAPPED / WHEEL CHAIR PROVISIONS:** Planning for wheel chairs, should be done in advance. For reasons of emergency egress the planning for wheel chairs is on the left side of the auditorium as you face the stage.

**ELEVATOR:** The elevator provides access to the Main floor, the auditorium floor and the handicap rest room. Handicapped persons may enter the Town Hall from Main St. on the left side of the building front. The elevator can be accessed after entering the building.

<b>EQUIPMENT AND FACILITIES NEEDED:</b>
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**Please check all that apply and quantity.**

**Stage:**

- |  |                                 |  |
|--|---------------------------------|--|
| <input type="checkbox"/> Stage & Spot lights               | <input type="checkbox"/> Tables | <input type="checkbox"/> Extension cords |
| <input type="checkbox"/> Sound board (\$500 sec dep req'd) | <input type="checkbox"/> Chairs |  |
| <input type="checkbox"/> Floor microphone                  | <input type="checkbox"/> Podium |  |
| <input type="checkbox"/> Lav Mic                           |                                 |  |

**Auditorium Floor:**

- |                                 |  |  |
|---------------------------------|--|--|
| <input type="checkbox"/> Tables | <input type="checkbox"/> Table microphones | <input type="checkbox"/> Extension cords |
| <input type="checkbox"/> Screen | <input type="checkbox"/> Chairs            | <input type="checkbox"/> Aisles          |

**Kitchen:** **NO OPEN FLAMES**

List your needs: (use separate sheet of paper, if more space is needed)

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**TOWN OF HARRIETSTOWN  
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AGREEMENT**

Date \_\_\_\_\_

Any individual or organization, using the Town Hall facilities, that charge admission will agree to pay the Town of Harrietstown, \$250.00 per day for auditorium event, plus \$1.00 per ticket / attendee for attendance over 100 persons, unless adjustments have prior approval.

I/or organization, agree to pay any deposits required and listed in the form, to be returned if not required to be applied in addition to the rental costs.

All events sponsored by any organization/business that includes the service of food by a licensed caterer must provide a Certificate of Insurance indicating coverage for the organization/business and/or caterer. The Town of Harrietstown will be added as an additional insured for the duration of the event. Any public events must have NYSDOH approval.

All required certificates and additionally insured certificates must accompany the submitted application and be in place and received at least ten (10) days prior to the event.

Consumption of alcohol is prohibited unless an appropriate liquor license is obtained through the NYS Liquor Authority. Only wine and beer will be allowed with required permits. This is a separate application to the Town of Harrietstown. The policy and application form are available from the Building Dept. and must be completed and approved at a regular board meeting.

By signing this, I acknowledge that I have read all the information contained in the application, information and forms. I agree on behalf of \_\_\_\_\_, to provide all deposits, required forms, insurance certificates and licenses as needed, and to follow the directions of Harriestown staff.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**REMINDER:**

**PLEASE RETURN COMPLETED APPLICATION TO JOHN WHEELER, BUILDING MAINTENANCE FOREMAN**

**DO NOT WRITE BELOW THIS LINE**

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Received by Building Dept.: \_\_\_\_\_

\_\_\_\_\_ Rental deposit

Amount rec'd: \_\_\_\_\_

\_\_\_\_\_ Certificate of Additionally Insured

Date rec'd: \_\_\_\_\_

\_\_\_\_\_ Liquor License