

Inc. Village of Plandome

65 South Drive, Plandome, NY 11030 ☆ 516-627-1748

APPLICATION FOR USE OF THE PLANDOME VILLAGE HALL/GREEN

PLEASE PRINT

SPONSORING PLANDOME ORGANIZATION:

APPLICANT/ name & address:

NAME, AGE & ADDRESS OF HONOREE OF EVENT:

LOCATION REQUESTED:

☐ 1ST FLOOR ☐ 2ND FLOOR ☐ VILLAGE GREEN ☐ OTHER

DATE REQUESTED: _____ ALTERNATE DATE: _____

HOURS OF USE REQUESTED (INCLUDING SET-UP & CLEAN-UP): FROM: _____ TO: _____

INTENDED USE (purpose of gathering):

NUMBER OF PERSONS ATTENDING: PLANDOME RESIDENTS: _____ OTHERS: _____ TOTAL: _____

PLEASE INDICATE WHETHER USE OF THE HALL IS PROPOSED TO INCLUDE THE FOLLOWING:

Hot food? _____ Cold food? _____ Beverages (non-alcoholic)? _____ Beverages (alcoholic)? _____

Caterer? _____ Electrical Equipment (music, entertainment)? _____ Deliveries? _____

The undersigned, as a resident of Plandome, has received, read and agrees to adhere to the Rules for Use of the Plandome Village Hall, Plandome Village Hall Resident Use Application and Rules for Use of Plandome Village Green.

By executing this application, the undersigned agrees that: (1) if alcohol is served in the Village Hall or anywhere on village property, that it will not be served to minors and (2) the undersigned will be responsible for any damage to the hall or the surrounding property arising for the use of the hall. In the event the applicant fails to return the hall to the same condition as it was provided, the undersigned will be responsible for any and all costs of either Village personnel or independent contractors to return the hall and the surrounding premise to their pre-use condition as provided.

The user hereby expressly grants the Village of Plandome authority to use the security deposit for any damages arising from actions of the user, their invitees, or others during the event and further agrees to be responsible for any costs in excess of the security deposit in the event the costs to cure any damages or otherwise exceed the security deposit provided with this application when approved by the Village.

Signed Applicant: _____ Date: _____ Fee Due: \$ _____

Signed Sponsoring Organization: _____ Deposit Due: \$ _____

Address: _____ Tel. #: _____

(Village Office Use Only)

Approved: Date: _____ Fee Paid: \$ _____ Cash ____ / Check ____ Deposit Received: _____

Signed: _____
Village Clerk