



COMMUNITY EVENT APPLICATION # _____

SPECIAL EVENT USE APPLICATION FORM

GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
153 CEDAR STREET, BATAVIA, NY 14020
Phone (585) 344-8508 – Administration/Reservations/Parks Supervisor
Fax (585) 343-9303
Phone (585) 344-1122 – Interpretive Nature Center/Environmental Educator
Website: www.geneseeny.gov

Timothy Hens, PE
Commissioner
Paul Osborn
Deputy Commissioner

TODAY'S DATE: _____ DATE(s) REQUESTED: _____ TIME _____ to _____

PARK LOCATION REQUESTED: GENESEE COUNTY PARK AND FOREST DeWITT RECREATION AREA

PAVILION(s) or AREA REQUESTED FOR EVENT _____

INFORMATION ABOUT YOUR GROUP MAKE CHECKS PAYABLE TO: **GENESEE COUNTY TREASURER**

NAME OF APPLICANT ORGANIZATION OR INDIVIDUAL: _____

TYPE OF GROUP (refer to definitions): _____

MAILING ADDRESS: _____

CITY, STATE _____ ZIP _____

TELEPHONE # (DAY) _____ (NIGHT) _____ (EMAIL) _____

NAME OF EVENT MANAGER (Person in Charge): _____

INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES

EVENT NAME: _____

EVENT PURPOSE & DESCRIPTION: _____

EXPECTED SIZE OF AUDIENCE: _____ RESIDENTS (#): _____ NON-RESIDENTS (#): _____

HISTORY OF EVENT (If any): _____

ADMISSION FEE CHARGED? YES NO PROPOSED USE OF PROCEEDS FROM EVENT (craft sales, concessions, admittance, etc.): _____

PROPOSED EVENTS/ENTERTAINMENT/ACTIVITIES (Including food & beverage service): _____

LEVEL OF ASSISTANCE REQUESTED: _____
(Tables, chairs, facilities, trash receptacles, porta-john)

CERTIFICATE OF INSURANCE REQUIRED FOR ORGANIZATION: YES NO

EVENT AUTHORIZED BY: _____ DATE _____

**NO REFUNDS. PERMIT MUST BE PRESENTED TO DEPUTY SUPERINTENDENT OR STAFF ON REQUEST
PLEASE OBSERVE ALL DEPARTMENT RULES AND REGULATIONS – SEE BOOKLET
ANY VIOLATION OF DEPARTMENT RULES AND REGULATIONS MAY RESULT IN CANCELLATION/TERMINATION OF EVENT
REMEMBER THIS IS A CARRY-IN CARRY-OUT PARK SYSTEM**

HOLD HARMLESS AGREEMENT

The undersigned is over 21 years of age and has read the form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of _____ does hereby covenant and agree to defend, indemnify and hold harmless Genesee County from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Genesee County's property, facilities and/or services by _____.

Name of Organization Date Signature of Organization's Representative

Address Telephone Number

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:
GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
153 CEDAR STREET, BATAVIA, NY 14020
ATTENTION: DEPUTY SUPERINTENDENT