

**\*\*\*PLEASE KEEP THIS FORM ATTACHED TO PERMIT AT ALL TIMES\*\*\***

**ESSEX COUNTY PERMIT ROUTING FORM**

Permit No. \_\_\_\_\_

Facility Use Date(s) \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**PART 1 - TO THE DEPARTMENT**

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

Enclosed in triplicate is the use permit with **ESSEX COUNTY** referenced above. Please forward all three copies to the applicant for execution and return to the County Attorney's Office as soon as possible **along with an insurance certificate** showing the required coverages. Once all copies have been fully executed, two originals will be sent to you, one for your records and one for you to send to the Applicant.

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**PART 2 - TO THE APPLICANT**

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

Enclosed in triplicate is your use permit with **ESSEX COUNTY** referenced above. Please execute all three copies and return to the County Attorney's Office at least three (3) weeks prior to the date for which use is requested **along with an insurance certificate** showing the required coverages. Once all copies have been fully executed, one original will be sent to you for your records.

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**PART 3 - TO THE COUNTY ATTORNEY'S OFFICE**

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

Returned herewith are all executed permits, insurance certificates and indemnity agreements, as required, for approval prior to the Chairman or County Manager's execution.

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(This section to be filled out by County Attorney's Office)

**PART 4 - TO THE CHAIRMAN/COUNTY MANAGER'S OFFICE**

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

The attached permit is hereby approved as being in proper form for your execution.

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**PART 5 - TO DPW SUPERINTENDENT**

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

The attached permit is hereby approved as being in proper form for your execution.

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**PART 6 - DISTRIBUTION**

Returned to the Department are two fully executed original permits. It is your responsibility to furnish one original to the Applicant.

Date \_\_\_\_\_

## USE OF ESSEX COUNTY FACILITIES PERMIT REQUEST

Instructions: Please sign this application (in triplicate) and submit originals together with a copy of your Insurance Certification naming Essex County as Certificate Holder and Additional Insured to: Essex County Attorney's Office, P.O. Box 217, Elizabethtown, New York 122932 at least 3 weeks prior to the date for which use is requested. Your receipt of a signed copy of this form shall constitute either approval or disapproval of this application. **Any use approved shall not occur until the County has received payment of the usage fee and proof of insurance has been submitted.** Buildings and Grounds will be rented "as is" so as to not incur DPW costs.

Date: \_\_\_\_\_ Essex County Permit No. \_\_\_\_\_  
(County Attorney's Office to issue)

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

I/WE HEREBY APPLY FOR AND REQUEST PERMISSION TO USE THE FOLLOWING COUNTY PROPERTY:

Building(s): \_\_\_\_\_

Equipment/Services, if any: \_\_\_\_\_

Purpose: \_\_\_\_\_

Total Number of users: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Set-up or Clean-up Dates/Times: \_\_\_\_\_

Will admission be charged yes or no: \_\_\_\_\_ If yes, amount: \_\_\_\_\_

Will food be served: \_\_\_\_\_

Will alcoholic beverage be served: \_\_\_\_\_ Sold: \_\_\_\_\_

If yes, name of facility with off-premise license: \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

\_\_\_\_\_ If checked, you **must** provide a liquor liability insurance policy.

**I/We agree to abide by and comply with all rules and regulations, policies and requirements established and/or imposed by Essex County, in the event this application is approved. It is understood and agreed that the use applied for, if approved, may be terminated at any time by Essex County. I/We agree to leave the premises clean and free from garbage.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Suggested Fee: \$** \_\_\_\_\_ additional fees may be charged based upon actual use or condition of property

Approved or Not Approved \_\_\_\_\_  
Essex County Manager or Chairman

Approved or Not Approved \_\_\_\_\_  
Essex County Superintendent of Public Works

## Rules & Regulations

1. The use hereby granted shall be non-exclusive, does not constitute a lease of such facilities, and the County maintains the sole interest in and exclusive control of the premises and said facilities. County functions shall supercede all uses by non-County groups, and the use(s) approved hereby shall occur only when the building/equipment/facility is/are not in use for County purposes.
2. The person signing the application and the Organization (hereinafter referred to as the "User") shall each be jointly and severally liable for (a) full compliance with all rules, regulations, policies and requirements established and/or imposed by County, (b) payment of all fees, expenses and costs charged, and (c) ensuring that immediately following the use the building/equipment/facility and/or grounds are left in the same condition as existed immediately prior to such use.
3. The person in charge of the use shall be present before the use is to begin, and shall remain until all users have left County property.
4. The applicant is solely responsible for the preservation of order during the approved use by all users and those who are attracted to the use, and shall be required to provide crowd control measures inside and outside the building/facility during the time of the approved use.
5. Whenever the anticipated number of users or spectators make it necessary, in the opinion of the Superintendent of Public Works (DPW), to require the services of police, fire police or other safety personnel, the DPW Superintendent shall require the same and the applicant shall pay all costs thereof.
6. The number of persons admitted as users and spectators shall not exceed the capacity of the building/facility requested.
7. Smoking, as well as the unauthorized possession and use of alcoholic beverages, are **STRICTLY PROHIBITED** on County property and in County buildings and facilities unless authorized by DPW.
8. All electrical equipment, and arrangements therefor, shall be under the direction and control of the DPW Superintendent or her/his designee. When special lighting or electric equipment is needed, arrangements must be made in advance with the DPW Superintendent. All costs and charges incurred for the applicants use of approved electrical equipment and/or hook-ups shall be paid solely by the User.
9. No County furniture, fixtures or equipment, may be moved without the specific permission of the DPW Superintendent.
10. No equipment, furniture, scenery, props, etc. shall be stored in or upon County property without the written consent of the DPW Superintendent. The User shall be solely responsible for the safety and security of any such property stored and shall not hold County responsible for any loss or damage thereto.
11. All personal property of the User shall be removed from County property once the use is completed, and any property not so removed will be at the User's risk. All personal property left on County property shall be disposed of ten days after completion of the use.
12. The sale or service of food and/or non-alcoholic beverages shall not be allowed except upon specific written permission of the DPW Superintendent. The County reserves the right to refuse to allow food and/or beverages to be served and/or sold.
13. Decorations shall not be permitted without prior arrangements being made through the DPW Superintendent.
14. All users shall comply with all laws and County policies governing use of County property and facilities as well as the conduct of persons therein and thereon.
15. **INSURANCE.** (a) Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the User hereby agrees to effectuate the naming of the County as certificate holder AND an unrestricted additional insured on the user's insurance policies, with the exception of workers' compensation.
  1. User and any and all sub-contractors of User shall comply with the insurance requirements set forth at Appendix A attached hereto and made a part hereof.

2. The User is to provide the County with certificates of insurance, and, if requested, a copy of their insurance policy evidencing the requirements set forth at Appendix A attached hereto and made a part hereof upon execution of this permit.

3. User shall provide sub-contractors insurance certificates and, if requested, copies of their insurance certificates at least fifteen (15) days prior to any sub-contractor performing any function on the property.

4. In the event that the insurance of the User or its sub-contractors is insufficient, User or sub-contractors shall remedy such deficiencies. In the event there is a failure to remedy such deficiencies, this contract shall be rendered null and void by County.

5. User acknowledges that failure to obtain such insurance on behalf of the County constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the County. The User is to provide the County with a certificate of insurance, evidencing the above requirements have been met, prior to the use of facilities.

16. To the fullest extent permitted by law, and notwithstanding any insurance requirements, the User shall indemnify, hold harmless and defend the County from and against any and all losses, claims, actions, demands, damages, liabilities, or expenses, including but not limited to attorney's fees and all other costs of defense, by reason of any liability whatsoever imposed by law or otherwise upon the County for damages to person, property or of any other kind and nature, sustained by any person or persons, including but not limited to the User, its officers, employees, agents, contractors or subcontractors, guests and invitees, occurring during the term of User's use and occupancy within or on any portion of the subject premises arising directly or indirectly from User's use hereunder.

17. User further agrees:

- (a) to take and use the premises "as is" and acknowledges that:
- (1) no representations have been made by the County as to the condition of the property; and
  - (2) User has inspected the premises prior to the execution of this agreement and accepts the same as being fit and suitable for

User's purposes; and  
(3) User assumes all liability and responsibility for the condition of the premises during the term of this permit.

- (b) that User shall not make any alterations, changes or modifications to the property without the express prior written consent of the County, except that User is hereby authorized to set up tables and merchandise displays, and User shall and does assume all responsibility and liability for any and all such items; and
- (c) to comply with all applicable Federal and State Laws, rules and regulations governing User's use of the premises for the purposes intended by User under this agreement; and
- (d) not to commit or allow to be committed any waste on the premises; and
- (e) not to create or allow any nuisance to exist on the premises; and
- (f) not to use or allow the premises to be used for any unlawful purposes; and
- (g) to be solely responsible for providing all safety equipment to and supervision of the participants and invitees in User's operations throughout the entire term of this agreement, it being agreed by User that the County has no responsibility or obligations whatsoever pertaining thereto; and
- (h) to be solely responsible for securing, maintaining and paying for any and all insurance upon User's property and equipment, of whatever nature and wherever situated, used by User in connection with User's use of the premises under this agreement, and the County shall not be held responsible for any claims or damage thereto, including theft; and
- (i) that the County shall have the right to revoke or terminate this permit immediately in the event of User's failure to comply with the terms of this permit; and
- (j) to be solely responsible for all clean-up and removal of any and all debris generated by reason of User's use of the premises under this agreement, and such clean-up and removal shall be performed at User's sole cost and expense; and
- (k) to be solely responsible for restoration or repair of damage to the premises as a result of User's use thereof for any

and all operations, with the costs thereof to be paid solely by the User. It is understood and agreed by the parties that any and all repairs and restoration shall be of a nature and extent such as to restore the property to the condition that it was in prior to User's use of the premises under this agreement; and

- (l) to promptly report in writing to the County all damages to property of the County or of others, or of injuries incurred by any person(s) including employees of the User, in any manner relating, either directly or indirectly, to this permit.

18. This agreement shall be construed in accordance with the Laws of the State of New York. This agreement may not be assigned, subcontracted, transferred, conveyed, sublet or otherwise disposed of in whole or in part, by the User, without the prior written consent of the County; and any attempts to do so without the County's written consent are null and void.

**APPENDIX C**  
**INSURANCE REQUIREMENTS - USE OF FACILITIES**

I. The Contractor shall procure and maintain during the entire term of the contract the following required insurance:

→ **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate.

II. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Contractor hereby agrees (except as to workers' compensation insurance coverage) to either effectuate:

- (a) the naming of the County as an "additional insured as funding source for contract services" on the contractor's insurance policies, or
- (b) the inclusion of a contractual liability endorsement covering the Contractor's contract with the County.

III. The policy/policies of insurance furnished by the Contractor shall:

- be from an A.M. Best rated "A" New York State licensed insurer; and
- contain a 30-day notice of cancellation

IV. The Contractor agrees to indemnify the County for any applicable deductibles.

V. Contractor acknowledges that failure to obtain such insurance on behalf of the County constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the County. Prior to commencement of work or use of facilities, the Contractor shall provide to the County proof that such requirements have been met by furnishing certificate(s) of such insurance, and the declarations pages from the policies of such insurance. The failure of the County to object to the contents of the certificate(s) and/or declarations pages, or the absence of same, shall not be deemed a waiver of any and all rights held by the County.

VI. All certificates of insurance will provide 30 days notice to the county of cancellation or non-renewal.

VII. Contractor and subcontractor waives all rights of subrogation against the owner and will have the General Liability, Umbrella Liability Workers' Compensation policies endorsed setting forth this Waiver of Subrogation.

VIII. All policies will also contain no exclusions with respect to Section 240 and 241 of the NYS Labor Law.

IX. The County shall be listed as an additional insured on a primary and non-contributory basis.

**ESSEX COUNTY FAIRGROUND  
2017 FEE SCHEDULE**

**\*All rentals include the use of one set of restrooms\***

<b>Rental Location</b>	<b>Description</b>	<b>Daily Charge</b>	<b>501(c)(3) Non-Profits</b>
<b>Entire Facility</b>	Rental of the whole facility	\$900	\$500
<b>Buildings</b>	Floral Hall (capacity of 500 people; 5,658 sq ft)	\$200	\$100
	Kiwanis Bacon Burger Stand with Kitchen *must schedule ahead to allow stove installation	\$160	\$60
	Track/Infield	\$50	\$25
	Egglefield Shed/Pole Barn (30' x 125'; 3,750 sq ft)	\$150	\$75
	Conservation Building (540 sq ft) and surrounding area	\$75	\$20
	Entertainment Center by Cornell Co-op	\$50	\$25
	Maple Sugar House	\$75	\$20
	4-H Dairy Barn (3,888 sq ft)	\$50	\$25
	Grandstand (1800 sq ft), Uncovered Bleachers (1248 sq ft), Judge's Stand (240 sq ft), and Bandstand (330 sq ft)	\$600	\$300
	Horse Shows	\$100	N/A
	Cattle Show Ring with Roof	\$40	\$20
	Baby Barn	\$30	\$15
<b>Stall Rental</b>	Horse or other large animal ro storage in stall <b>per month</b>	\$100	N/A
	Car, Boat, or RV Storage <b>charged by foot</b> per season	\$12	N/A