

USE OF ESSEX COUNTY FACILITIES PERMIT REQUEST

Instructions: Please sign this application and submit the original with a copy of your Insurance Certification naming Essex County as Certificate Holder and Additional Insured to: Essex County Community Resources, PO Box 217, Elizabethtown, NY 12932 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 approved use shall not occur until the County has received payment of the usage fee and proof of insurance has been submitted. The buildings and grounds will be rented "as is" so as to not incur Department of Public Works costs.

Today's Date: _____ Essex County Permit No. _____
(County Attorney's Office will issue)

Applicant: _____

Event Date: _____ Event time: _____ am/pm to _____ am/pm

Buildings: _____

Purpose: _____

Estimated total number of users: _____ Are you a 501c(3) entity? Yes or no

Set-up or Clean-up Dates/times: _____

Will food be served?: _____ What are your power needs? _____

Do you need access to the water spigots?: _____

Will alcoholic beverages be served or sold?: _____ If yes, name of facility with off-premise license and liquor

liability insurance policy: _____

Applicant Name: _____

Applicant Mailing Address: _____

Contact Person: _____ Title: _____

Phone Number: _____ Fax: _____

E-mail Address: _____

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. Recycling is strongly encouraged.

Applicant Signature: _____ Date: _____

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County Use Only

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