



Village of Mamaroneck
Parks & Recreation



Recreation Tel (914) 777-7784
Parks Tel (914) 630-7158
Fax (914) 777-7768

P.O. Box 369
Mamaroneck, N.Y. 10543

Offices located in the
Stephen E. Johnston Beach Pavilion
Harbor Island Park

Sandy Mary Korkatzis
Recreation Superintendent

Barry Casterella
General Foreman of Parks

Pavilion Rental Application – Corporate & Organizational

Note: Permits and applications approved by the Recreation Department shall constitute the equivalent of a contract. A permit is revocable based on rules and laws of the Village of Mamaroneck. For more information please call (914) 777-7784. If Insurance requirements are not met 10 days prior, the deposit is forfeited and event is cancelled.

Name of Individual (and Organization if applicable): _____

Phone # () _____ Email _____

Address _____

City / State / Zip Code _____

(To receive residential rate: please provide proof of residency with a copy of utility bill – The individual making the reservation must be present throughout the entire event).

Name of event or program _____

Time _____ to _____ Estimated # of people _____ Maximum: 120 People unless it's a Private Pavilion Rental

Day (s) & Date(s) _____

- | | |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Weekdays between 9 am- 4 pm \$25 p/hr | <input type="checkbox"/> Main Lobby (Ceremonial) 725 Sq. ft. |
| <input type="checkbox"/> Weekdays between 4 - 10 pm \$50 p/hr | <input type="checkbox"/> Red Room 1,276 Sq. ft. & Lobby 342 Sq. ft. |
| <input type="checkbox"/> Weekend between 8 am – 10 pm \$50 p/hr | <input type="checkbox"/> Blue Room 1,233 Sq. ft. & Lobby 568 Sq. ft. |
| <input type="checkbox"/> Ceremonial - Private Pavilion Rental \$200 p/hr | <input type="checkbox"/> Pavilion Deck <input type="checkbox"/> Beach Deck (off season only) |
| <input type="checkbox"/> Non-Resident: Please add \$25 additional p/hr | <input type="checkbox"/> Entertainment (ex: DJ, etc.) Insurance required. |

Insurance Requirements: Please email certificate to vomrecdept@gmail.com 10 days prior to event *no* exceptions. A certificate of insurance issued to the Village of Mamaroneck, 123 Mamaroneck Avenue, Mamaroneck, NY 10543 (Attention: Village Manager) reflecting \$1,000,000 in general liability insurance limits. The certificate must reflect:

- 1] the Village of Mamaroneck as additional insured
- 2] the permit holders insurer[s] insurance to be primary and non-contributory to any insurance the Village of Mamaroneck may or may not have
- 3] a waiver of subrogation in favor of the Village of Mamaroneck.
- 4] The permit holder insurers must provide the Village of Mamaroneck with a 30 days' notice prior to an organization's policy cancelling or non-renewing [Note: the above are minimum requirements, at the sole discretion of the Village of Mamaroneck. Additional insurance may be required based on the specific event.

OFFICE USE ONLY

Permit Received by: _____ Date: _____

Make checks payable to the Village of Mamaroneck. A \$25 fee will be charged for returned checks. Refunds will only be issued to permits that are not approved.

Village of Mamaroneck Business, Board or Committee Meeting Space – fee waived Permit Fee: \$ _____

Residency Requirements attached \$150 Refundable Maintenance Deposit: \$ _____

Insurance Approved on _____ Parking Deposit (Seasonal): \$ _____

Entertainers Insurance Approved on _____ Cash or Check # _____ Amount Paid: \$ _____

Recreation Superintendent: _____ Permit: Approved Permit Disapproved

Notes: _____