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

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

Village of Mamaroneck
Parks & Recreation

Sandy Mary Korkatzis
Recreation Superintendent

Barry Casterella
General Foreman of Parks

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

Field Day & Picnic Application

Policies: Dates will be given out on a first come first serve basis. Residency rate requires proof of residency with a utility bill. Please be aware that alcohol is not permitted in any park, field, and playground or picnic area.
Approved Permits must be made available upon request. Permit applications must have attached receipt at all times and made available upon request. Failure to respect the listed terms and conditions can and will result in the revocation of the Village Permit by the Police Department, Bay Constables, Park Ranger, Recreation Superintendent or Parks Foreman.
Requirements: A state photo Id is required; the individual who makes the reservation must be present the entire event.

Individual / Organization & Contact Person **Signature** **Date**

Address **Village, Town or City** **Zip Code** **# of participants**

Daytime Phone **Cell Phone** **Fax**

Purpose **Location (s)**

Event Time **Total # of Hours** **Total # of areas** **First time user request please check box [ ]**

[ ] **Weekday** between 9 am – 4 pm $25 per/hr
[ ] **Weekday** between 4 pm – 10 pm $50 per/hr
[ ] **Weekend** between 8 am – 10 pm $50 per/hr
[ ] **Non-residents:** Please add $25 additional per/ hr
[ ] **Music** [ ] **Entertainer** Approval Not guaranteed
Please email permit with insurance requests to VOMRecDept@gmail.com.

Payment will only be accepted by cash or money order with the exception of organizational checks. Refunds will not be issued. Seasonal parking is from Memorial Day Weekend to Labor Day. Daily passes can be purchased in advance.

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 & 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's 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.

Checks or Money Orders are made payable to ***Village of Mamaroneck***. A $25 fee will be charged for returned checks.

OFFICE USE ONLY Received by:_____ Date: _____

Permit: Approved [ ] Insurance approved on _____ Disapproved [ ]
[ ] fee waived [ ] Residency Rate (Requirements attached) [ ] $150 Refundable Deposit

Total Fee: _____ **paid on** _____ by [ ] Cash [ ] Money Order or Check # _____

Recreation Superintendent:

Notes: