



Peter G. Crummey
Town Supervisor

TOWN OF COLONIE

Pruyn House Complex

207 Old Niskayuna Road
P.O. Box 1254
Latham, New York 12110

Phone (518) 783-1435

www.colonie.org/pruyn

Facility Use Request

Please complete this application and return it to the above address. **Date of Application** 11-5-2021

Applicant's Name: PHOTOGRAPHER

Phone No.

Address:

Cellular No.

City State NY Zip

E-Mail:

Date of Event:

Hours Requested:

**Approximate Number
Of Attendees**

Description of Activity PHOTOGRAPHY SESSION

Facility Requested	Service(s) Requested
Pruyn House Buhrmaster Barn Verdoy Schoolhouse <input checked="" type="checkbox"/> Garden & Grounds	Tables Chairs Picnic Tables House Basement Open

Will the event be catered? No

Name of Caterer:

Phone No.:

Will alcohol be sold? No

Will alcohol be served? No

Will there be any performers? No

Will audio equipment be used? No

Will there be any ceremonies? No

Will there be vendors? No

- **If Yes, a listing of all vendors must be submitted prior to Use approval.**

Will attendees be charged? No

- **If Yes, Fee Amount: \$**

Will the event be advertised? No

- **If yes, all advertisements must be submitted prior to Use approval.**

Will any tent be erected? No

Will any meetings be held? No

Will any speeches be made? No

Will there be a parade? No

IMPORTANT DIRECTIONS –

- 1. Complete the above information, review the information below, and sign and date on the last page.**
- 2. Attach the appropriate insurance documentation to this form and provide payment. Your request is not complete unless this is done.**

Your request will not receive final approval until the required insurance documentation is received. Town of Colonie Staff reserve the right to consult with and obtain approval from the Town Attorney's Office regarding insurance coverage before granting a Facility Use Request.

A. INDIVIDUALS: If you are an individual applicant, you must submit a copy of your homeowner, condo or tenant's policy showing a minimum of \$300,000 liability coverage. You may satisfy this requirement by submitting the face page of your homeowner, condo or tenant's policy. If you provide a certificate of insurance for other than a homeowner, condo or tenant's policy, the insurance must meet the requirements for Leagues, Organizations, Groups and/or Businesses, as set forth below.

B. LEAGUES, ORGANIZATIONS, GROUPS AND/OR BUSINESSES: If you are making the request on behalf of a league, organization, group and/or business, including a not-for-profit corporation, you must provide a certificate of insurance indicating comprehensive general liability coverage of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the "Town of Colonie, 534 New Loudon Road, Latham, NY 12110" as a Certificate Holder *and* an Additional Insured. The date(s) and location of the event must also be set forth on the insurance certificate.

C. INSTRUCTIONAL RENTAL: All applicants, including individuals, organizations, businesses and groups, using a Town of Colonie facility for the purpose of providing instruction to the public must provide a certificate of insurance indicating comprehensive general liability coverage of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the "Town of Colonie, 534 New Loudon Road, Latham, NY 12110" as a Certificate Holder *and* an Additional Insured. The date(s) and location of the instructional event must also be set forth on the insurance certificate. Having any other person, including a person who will be receiving instruction, complete this form does *not* relieve the instructor from providing the required proof of insurance.

D. INFLATABLE PLAY DEVICES: No one shall be permitted to use inflatable play devices on Town of Colonie premises unless proof of insurance is provided showing comprehensive general liability coverage of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the "Town of Colonie, 534 New Loudon Road, Latham, NY 12110" as a Certificate Holder *and* an "additional insured: from set-up to take down." The date(s) and location of the event must also be set forth on the insurance certificate.

The applicant shall be at least 21 years of age and shall assume full and complete responsibility for supervising and requiring safe and proper conduct by those using the inflatable play device.

The applicant shall be responsible and liable for any damage to the Town's real or personal property due to the use and operation of the inflatable play device.

E. ALCOHOLIC BEVERAGES: To serve or provide alcoholic beverages at any Town of Colonie facility, the following requirements apply:

- i. Individuals requesting to use a Town facility and planning to serve or provide alcoholic beverages at a Town facility must provide a copy of the individual applicant's homeowner, condo or tenant's policy with a minimum of \$300,000 in liability coverage. This requirement may be satisfied by the individual applicant submitting the face page their homeowner, condo or tenant's policy.
- ii. A league, organization, group and/or business that will serve or provide alcoholic beverages at a Town of Colonie facility must provide Commercial General Liability or Personal Liability insurance coverage, including Liquor Liability, in the following amount: \$1,000,000 combined single limits and \$2,000,000 aggregate for Bodily Injury & Property Damage Liability, including Liquor Liability coverage.

- iii. If the event is catered and the caterer is providing or serving alcoholic beverages as part of its agreement with the applicant, the insurance requirement for alcoholic beverages may be satisfied if the caterer provides Commercial General Liability or Personal Liability insurance coverage, including Liquor Liability, in the following amount: \$1,000,000 combined single limits and \$2,000,000 aggregate for Bodily Injury & Property Damage Liability, including Liquor Liability coverage, and naming the “Town of Colonie, 534 New Loudon Road, Latham, NY 12110” as a Certificate Holder *and* an Additional Insured.

F. FRIENDS GROUPS: Individuals, Not-for-Profit Corporations, Unincorporated Associations, Educational Not-for-Profit Corporations and Groups that are formed solely for the benefit of the Town of Colonie and are formed with the Town’s prior consent, are covered under the Town’s self-insurance and excess insurance policies and are exempt from the insurance requirements for Facility Use and do not need to provide proof of insurance.

G. STATE AND FEDERAL AGENCIES AND OTHER MUNICIPALITIES: State and federal agencies and other municipalities may satisfy the Facility Use Request Form insurance requirement by providing an indemnification letter. The indemnification letter must:

- Be on the agency or municipality’s letterhead;
- Be addressed to the Town of Colonie;
- Must contain language stating that the agency or municipality is currently self-insured for general liability; and
- State that it is submitted as evidence of the state or federal government or municipality’s intent to pay its legal obligations for meritorious general liability claims made against it, and that the municipality will defend and indemnify the Town of Colonie with respect to liability arising out of the event which is listed in the Facility Use Request Form.

GENERAL INFORMATION –

- **The person signing this form must be present at the event, and must have the permit on site on the day of the event to show to Town of Colonie staff.**
- **This agreement may not be subleased or assigned to any other person or entity.**
- **The person signing this form assumes personal liability for breakage, destruction or removal of Town property by any persons attending the event, and is responsible for the conduct of participants at the event.**
- Sparklers and fireworks are prohibited.
- Permission to use Town of Colonie facilities does not mean Town of Colonie sponsorship.
- All rooms, facilities and/or equipment shall be left in good condition. Should the facility not be left in good condition, the person signing this form may be assessed additional charges and will not be allowed to use Town of Colonie facilities in the future.
- Damage to, or littering of, Town of Colonie property will result in revocation of permit.
- Additional charges may be assessed to the person signing this form should the building not be vacated by the time specified in the permit.
- Reservations to use a Town of Colonie facility are accepted on a first come, first served basis. No telephone reservations will be accepted. Requests mailed in to the Town of Colonie will be taken by order of postmark if a complete application with insurance documentation is received by the Town of Colonie. Facility Use Request Forms may also be found on-line at the Town’s website. Reservations are not guaranteed. The Town of Colonie reserves the right to cancel any activity or use or to reassign an area.
- If standby EMS personnel, police assistance, traffic control, or additional Services are determined to be required – in the Town’s sole discretion – the applicant will be notified of the requirement and must contact the appropriate Town departments and/or other service providers to arrange for such services.
- The Town of Colonie will not be responsible for any actual or consequential damages caused by the cancellation of the reservation by either party.

- **Please call 10 business days prior to the date of the event to confirm hours requested. If necessary to cancel an approved event, notify the Pruyn House as soon as possible. No refunds will be granted due to weather conditions. Refunds only permitted within 90 days of Contract signature.**

I, the undersigned, acknowledge that I am over 21 years of age and that I have read and fully understand the above requirements and information about the use of the Town of Colonie facility, and have read the Town of Colonie Parks and Recreation Rules and Regulations and Chapter 137 of the Code of the Town of Colonie, available at <https://www.ecode360.com/13241652>.

I agree, on behalf of myself and any organization, business, group, or other entity named above, to abide by the Town of Colonie Parks and Recreation Rules and Regulations and Chapter 137 of the Code of the Town of Colonie, and to defend, indemnify and hold the Town of Colonie, its officers, employees, agents and volunteers harmless from and against any and all loss, claims, suits, damages, and/or liabilities, including reasonable attorney’s fees, arising out of the approval of my request to use the facility, or the actual use of the facility. This shall include but not be limited to indemnification of the Town of Colonie for any applicable insurance deductibles. Failure to obtain the required insurance on behalf of the Town of Colonie constitutes a material breach of contract and subjects said person to liability for damages, indemnification and all other legal remedies available to the Town of Colonie. The failure of the Town of Colonie to object to the contents of the policy of insurance or the certificate of insurance, or the applicant’s failure to file a policy of insurance or a certificate of insurance shall not be deemed a waiver of the insurance requirement or any and all rights held by the Town of Colonie.

I further agree, on behalf of myself and any organization, business, group, or other entity named above, that all claims against the Town of Colonie for any damage or injury arising out of the use of the facility are hereby waived and released. I further agree, on behalf of myself and any organization, business, group, other entity named above, to abide by all State and Federal laws, the Town Code of the Town of Colonie, and the Town of Colonie Parks & Recreation Department Rules and Regulations and any other rules or regulations pertaining to the use of Town of Colonie facilities, including the Informational Sheet and Guidelines for Use of the Pruyn House Complex.

I understand that failure to abide by any of the provisions of this document and/or any applicable law is grounds for immediate revocation of this agreement and cancellation of the event.

Signature _____ Date _____

Printed Name _____

Title _____

For Department Use Only

Department Action: Approved Disapproved

By _____

Insurance Authorization Code: _____

Title _____ Date _____

Friends of Pryun House Fees:

Town of Colonie Fees:

Fee for Usage: \$25.00 Non-Members

Opening/Closing/Security Fee: N/A

FOPH Members: No Charge

Payable to Town of Colonie

Payable to: Town of Colonie

Ceremony Fee: N/A

Deposit Required: N/A

**INFORMATIONAL SHEET
PRUYN HOUSE COMPLEX
FACILITY USE REQUEST**

(Includes Pruy House, Buhrmaster Barn, Verdoy Schoolhouse, Garden and Grounds)

1. Please complete and sign the Facility Use Request and return it to the Pruy House together with the \$25.00 fee. Upon completion of same, a tentative use date will be issued. The application will be referred to the Town Attorney's Office for final approval before a confirmed use date can be issued. The Friends of Pruy House Office will notify the applicant of the confirmed use date.
2. Please make checks payable to Friends of Pruy House. The Friends of Pruy House will forward a confirmation letter to you upon official approval.

No refund of any deposit shall be made, unless written notice of cancellation is received by the Pruy House within 90 days of the date on which the Facility Use Request Form is signed.

3. If the event is held after regular business hours (M-F 8:30 AM - 5:30 PM) or on weekends or holidays, an additional custodial fee of \$140.00 will be assessed to accommodate the opening, closing and security of the facility. Please make checks for this fee payable to the Town of Colonie.
4. **Current** members of the Friends of Pruy House are not required to pay a \$25.00 application fee.
5. As the facility must be vacated by 11:00 PM, the suggested closing time is 10:30 PM to allow for complete maintenance and pick up of the use site. No amplified music will be permitted in the Barn or on the grounds after 11:00 p.m.

**GUIDELINES FOR USE OF
PRUYN HOUSE COMPLEX**

(Includes Pruy House, Buhrmaster Barn, Verdoy Schoolhouse, Garden and Grounds)

1. For after-hours events, arrival at the agreed upon time to meet the Pruy House representative is expected. As the property cannot be left unsecured, someone must be in attendance until the Pruy House representative returns to secure the buildings after the event is concluded. Guest are also expected to adhere to the agreed upon departure time. At present, the hours of use shown on your application are 11:00am – 11:00pm.
2. A Pruy House Representative will provide Pruy House tables and chairs as requested by the applicant.
3. The Pruy House should be notified of any special arrangements for the arrival and setup of catering services. The applicant and caterer will be responsible for bagging and removal of all waste generated from the event from the property. Any trays or service items belonging to the Pruy House that have been utilized should be washed and replaced to their original location.
4. Alcohol can be consumed on the property only after approval by the Town Attorney's Office of the required permits and liability insurance.
5. Any injury or property damage at the Pruy House Complex shall be reported to Pruy House immediately. Liability and responsibility for injury and property damage lies with the applicant.

Telephone Number:

Pruyn House Office 783-1435