

Warren County Parks, Recreation & Railroad
Facility Event Fact Sheet

All permits for facility use are required to be fully executed (2) months prior to the event date.

Please answer all questions Yes / No / NA

Where will your event take place? (Fairgrounds, Fish Hatchery Pavilions, Thurman Station, Hadley Station, Warren County Bikeway, Up Yonda Environmental Education Center)?

-If your event will be at the Hatchery: How many pavilions will you need? (1 or 2)

-If your event will be at the Fairgrounds: What pavilions will you be using? Will you use the horse arena or the stage?

-If your event is on the bikeway: What section (s) will you be using or will you use the entire bikeway?

- Will your event be using county roads?

Name of your event (birthday party, bridal shower, family re-union, graduation, wedding etc.):

Name, business address, business phone number of the organization hosting the event if there is one:

List the responsible person(s) for your event:

List the responsible person(s) address, telephone numbers (include cell phone) and e-mail:

List date(s) and time(s) of the event:

Will this be an annual event? If yes, please provide future year's date(s).

What dates would you arrive (setup) and depart (break down) the grounds?

Describe your scheduled event activities. (food, rides, craft sales, games, competitions, etc.)

What does your event require: Buildings, bathrooms, picnic pavilion, horse barn, horse corals, horse arena, electricity, water, fields, etc.?

How many people will be attending your event (specify approximate number of adults and children)?

Is your event open to the public? Are you charging admission?

Please list **ALL VENDOR'S** name(s), address and telephone numbers(s) that will be on the grounds and what they will be selling. (Use a separate sheet of paper if necessary):

ALL VENDORS will be required to submit copies of any permits, licenses, and certificates that are required by the New York State Departments of Taxation and Finance, Health, and Agriculture and Markets to sell their goods.

A County Facility Use Permit and a Certificate of Liability Insurance listing the County of Warren as additional insured may be required for your event. You will be notified if this is the case after the Event Fact Sheet has been reviewed by the Director of Parks, Recreation and Railroad.

Will your event have animals on site? What kind and how many of each? **All Dogs must be leashed on Warren County Property.**

Where on the grounds do you plan to house them and in what manner of housing?

Do you plan to have portable toilets on site?

Describe your refuse removal plan. (barrels, dumpsters, etc.)

Who is responsible for removal of the refuse? (name(s), address and telephone numbers)

Please list any other significant details or anything out of the ordinary about your event that haven't been mentioned already (use a separate sheet of paper if necessary):

BATHROOM FACILITIES AT THE HATCHERY AND FAIRGROUNDS MUST BE CLEAN AND LOCKED AT THE END OF YOUR EVENT.

NO CAMPING IS ALLOWED ON WARREN COUNTY PROPERTY PER LOCAL LAW 2 OF 1984.

CAMPING IS PERMITTED ON THE FAIRGROUND'S PROPERTY ONLY BY AN EXECUTED PERMIT.

***NO ALCOHOLIC* BEVERAGES ALLOWED ON COUNTY PROPERTY.**

Signature(s) of Responsible Party (Parties):

Print Name

Signature

Date

**Warren County Parks, Recreation & Railroad
4028 Main St.
Warrensburg NY, 12885
Phone: 623-2877
Fax: 623-3639**

**Paul Butler, Director
Tim Benway, Manager**

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