



Village of Cooperstown

22 MAIN ST. P.O. BOX 346 COOPERSTOWN, NY 13326 (607) 547-2411 • FAX (607) 547-5487

APPLICATION TO USE VILLAGE FIRE HALL

1. NAME: _____
2. BUSINESS NAME: _____
3. ADDRESS: _____
4. PHONE NUMBER: _____
5. E-MAIL: _____
6. EVENT: _____
7. ESTIMATED NUMBER OF PEOPLE: _____
8. DATE AND TIME REQUESTED: Date: _____ From: _____ To: _____

7. THE FOLLOWING ITEMS MUST BE INCLUDED WITH THE APPLICATION:

- A. A certificate of insurance naming the Village of Cooperstown as additionally insured with coverage of \$2,000,000 aggregate, \$1,000,000 occurrence.
- B. Permit Fee - \$25.00
- C. Use Fee:
 - a. Village Residents - \$30.00
 - b. Non-Residents - \$65.00
- D. Refundable Deposit - \$150.00 (*This fee will be refunded only if the hall is left clean and free of damage.*)
- E. Acknowledgement from the Fire Department Chief that the Fire Hall is available on the request date.

THE FOLLOWING GUIDELINES MUST BE ADHERED TO OR YOU WILL BE IN VIOLATION OF THE PERMIT:

- A. No smoking is allowed in any public building or within 50 feet of the entrance
- B. No alcoholic beverages are allowed on any Village Property.
- C. Any person, whether owner, agent, builder, contractor, tenant or otherwise, who violates any provision of the Village ordinance on the use or alteration of Village property shall be subject to a penalty of not less than \$200 and not to exceed \$350. In addition, any person who has not obtained the required permit shall immediately cease the activity for which such permit is required upon notification by an appropriate Village Official of the violation of this ordinance.

This application is not a permit and must be accompanied by the items listed above. Said use shall not occur without the issuance of a permit.

DATE

SIGNATURE OF APPLICANT

OFFICE USE ONLY

<i>Certificate of Insurance</i>		<i>Permit Fee</i>	
<i>User Fee</i>		<i>Refundable Deposit</i>	
<i>FD Notification Form</i>		<i>Other</i>	
<i>Approved / Denied</i>		<i>Permit Number</i>	

Other Notes and/or Reason for Denial: _____



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Fire Hall Use Notification

I _____, Officer of the Village of Cooperstown Fire Department have been contacted by _____, and verified that the Fire Hall is available for use on _____ for the following event, _____. I have placed the event on the Fire Department Calendar to ensure no event conflicts occur.

Signed

Date