

**Town Of Saugerties  
200<sup>th</sup> Anniversary Committee**

# **Kids and Family Day**

**Facility Usage Application  
For Organizations, Businesses, Vendors,  
Entertainers and Demonstrators**

**Purpose of Usage: Kids and Family Day**

**Location: Cantine Veterans Sports Complex, Washington Avenue Ext.**

**Date of Usage: Saturday, September 10, 2011**

**Time of Usage: 11 AM to 6 PM**

**Name of Organization:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Owner or Representative's Name:** \_\_\_\_\_

Please list vendor/organization type (i.e. crafts, flea markets, activities, animal shows, etc.).

\*\*\*Please enclose picture(s) of item(s) or product(s) being sold.

Each business, vendor, organization, etc. will be required to provide an activity for children. Please list activity: \_\_\_\_\_

All Vendors and Presenters must provide canopy, tables, chairs, etc.

All special requests must be authorized in written form and approved by committee chairman. Authorization letter will be sent by chairman.

Booth Size: 16ft. x 16ft. \*\*\*\*Please be prepared in the event of rain, wind, wet ground conditions, etc. All Booths must provide canopy, tables, chairs, etc.

Only Coca-Cola cold beverage products are allowed to be sold on any, and all, Town owned property, including the Cantine Veterans Sports Complex, as the municipality as a Contract with Coca-Cola, along with contractual obligations.

Styrofoam products (cups, plates, etc) are prohibited under Local Law.

NO Dogs are allowed within the confines of any, and all, Town owned property, including the Cantine Veterans Sports Complex.

All vendors must keep products within the realm of education and within the New York State Educational Guidelines.

To promote and insure the health and safety of all attendees the use of tobacco, tobacco products, and alcohol on town grounds is prohibited under Local Law, Chapter 50. Further, we wish to promote and insure the health and safety of all attendees.

Additionally, the sale and display of such products is also prohibited. Vendors not observing these guidelines will be required to leave.

All lands Owned and operated by the Town of Saugerties, including the Cantine Veterans Sports Complex is a Smoke Free Environment, both indoors and outdoors.

Facility Users will be responsible for maintaining the integrity of the buildings and grounds while in use and will be responsible for any damages that may occur during the event. The representative from participating organization will also be responsible for the health and safety of the organization's participants during the event's duration.

Vendor parking will be set up in specified lot unless the vehicle is required for surplus stock and must be approved by the Kids Day Chair prior to arrival.

Set-up time: 8:00 AM – 10:30 AM, **NO EXCEPTIONS**

Tear-down time: 6:00-8:00 PM

For vendors performing demonstrations please attach a form indicating inside or outside preference, type of demonstration, and duration of demonstration including set up and tear down.

**Insurance certification must be submitted with this form naming the Town of Saugerties as Additional Insured.**

All vendors assume full responsibility during their usage of the facility. The Town of Saugerties, the 200<sup>th</sup> Anniversary Committee, the Kids Day Committee and the Kids Chair assume no responsibility for neglect and/or misuse on vendors' behalf. It shall be known the aforementioned all fall under the "Town of Saugerties" listing of Additional Insured on Insurance Certificate/Cover.

Any vendors selling food must apply to the Ulster County Board of Health for a one-day food permit (see last two pages).

Tax identification numbers, licenses, permits, etc., where applicable, must be supplied and attached to application form for approval.

Vendor spaces for non-profit and Town of Saugerties residents or businesses will be free of charge. Non Residents are to contact the Kids Chair for any non-resident charges, which may be applicable. Charge for Non Resident Food Vendors is \$100.00.

Event shall be held rain or shine and all vendors are expected and required to stay for its duration with the exception of performers and demonstrators.

**Payments are to be made payable to the Town of Saugerties Kids Day.** All forms and payments must be mailed by August 1<sup>st</sup> to:

Kids' Day  
C/o Martina Merced  
PO Box 725  
Saugerties, NY 12477  
[Mercedmartina@yahoo.com](mailto:Mercedmartina@yahoo.com)  
(845) 532-1766; (518) 678-1128

Payment will be return to Applicant, if requested accommodations cannot be provided. In the event of a cancellation, payment will be returned on, or before, August 15, 2011.