



Phone: 607.432.6450
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 www.oneonta.ny.us
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 cityinfo@oneonta.ny.us

OFFICE OF THE CITY CLERK
 City Hall, 258 Main Street
 Oneonta, NY 13820-2589

Asa C. Allison, Jr. Municipal Building Usage Form
 (formerly Oneonta Armory Building)
 (Approved by Buildings Committee and revised 2/05)

In addition to completing this form, the chief organizer must also:

- 1) Submit a narrative that explains the purpose of the event; all planned uses of the former Armory building, banners or decorations; garbage clean-up plans; and, whether or not any use of amplified sound is planned.
- 2) Submit copies of flyers, posters, or other materials that will advertise the event
- 3) Return this form to the City Clerk's Office. Applicants MUST file the Usage Form and all supporting materials AT LEAST THIRTY (30) DAYS prior to the date of the event.

Area being requested (check all that apply): See Attached Listing of Spaces

A complete application must include:

- Request Form Event Narrative Advertising Materials

Date of Event: _____ Date Submitted: _____
 Name of Group: _____
 Name of Event: _____
 Chief Organizer: _____
 Address: _____
 Phone Number: _____

Additional Contact Persons:

	Name	Address	Phone
1.	_____		
2.	_____		

Time of day for usage: From ___ : ___ AM/PM to ___:___ AM/PM

Number of group members/volunteers on site during the event _____

Number of persons/event goers expected at the event: _____

Will tickets, merchandise, goods or services be sold? Y ___ N ___

If yes, detail the sales activities on the back of this form and detail which group, entity or organization will benefit from sales.

Will you be doing any of the following?

- Cooking (warming facilities)
- Portable toilet facilities
- Security control

If yes, please provide plan.

Does the group have liability insurance coverage? Yes ___ No ___

If yes, amount of coverage:\$ _____ Insurance Carrier:

Prior to the event, the chief organizer must submit a Certificate of Liability Insurance to the City Clerk naming the City of Oneonta as additionally insured. A Certificate of Liability Insurance **IS REQUIRED FOR ALL EVENTS**, unless otherwise specified by the City of Oneonta.

Signed _____ Date: _____
(Chief Organizer)

Signed _____ Date: _____
(City Clerk)

Permit Issued by City Clerk on: _____ Date: _____

Copies of Completed permit sent to:

Bldgs. Comm.	_____	Date:	_____
Police Chief	_____	Date:	_____
Fire Chief	_____	Date:	_____
Other	_____	Date:	_____ (Identify party sent to)



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PERMIT FOR ALCOHOL USE AND INDEMNIFICATION AGREEMENT WITH THE CITY OF ONEONTA

(Approved by the Common Council October 5, 2004 and to be attached to the Asa C. Allison Jr. Municipal Building Usage Form)

1. The Permit Holder assumes the risk of liability arising from or pertaining to the possession, operation and use of the facility. Permit Holder shall indemnify and hold Lessor harmless from and against any and all claims, cost, expenses (including reasonable legal expenses) damage and liability arising from or pertaining to the use, possession or operation of the leased premises by the Permit Holder, specifically including any claim of any nature arising out of its use of alcohol at its function.

2. The Permit Holder has been granted permission to have wine and or beer ONLY at its function. The Permit Holder agrees at all times to have wine or beer served by one of its representatives and will not allow for self-service of the wine or beer at any time. Permit Holder will detail types and amounts of alcohol to be served, prior to the event.

3. Permit Holder will serve alcohol only to those 21 years of age and older. Permit Holder represents that it will require positive identification from any person before service of alcohol to any person. Service of Alcohol MUST END ONE HOUR PRIOR TO THE END OF THE EVENT.

4. The Permit Holder will not serve alcohol to any person who is, or appears to be under the influence of alcohol.

5. The Permit Holder agrees to provide prepared foodstuffs or snacks for sale or free to attendees for consumption at the function. Provision of food shall comply with all regulations of the department of health.

6. The City of Oneonta Police Department may check on the event while alcohol is being served. The City of Oneonta reserves the right to limit quantities of alcoholic beverages and/or to revoke permit in cases of non-compliance with permit or law.

7. Unless waived by the Common Council, the permit holder shall obtain Commercial General Liability Liquor, and Liquor Liability policies. Such policies shall have limits of \$1 million each occurrence, \$2 million general and products/completed operations aggregates, \$1 million personal/advertising injury liability/\$50,000 fire damage legal liability and \$5,000 medical payment expense, and liquor liability coverage of \$1 million each occurrence and \$2 million aggregate. The City of

Oneonta shall be listed as an additional insured on all liability policies and shall be provided with proof of such policies at least one week prior to the event.

8. Permit holder understands that it is his or her responsibility to comply with all the laws of New York State, Otsego County and the City of Oneonta.

I HAVE READ THESE TERMS, UNDERSTAND THEM, AND AGREE THAT THIS ORGANIZATION WILL BE BOUND TO THESE CONDITIONS.

Dated: _____

Signature of Permit Holder:

Printed Name & Address of Permit Holder:

Witness: _____

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**Usage Fee Schedule
(Effective 05/01/2013)**

Use of gym area:

A flat usage fee of \$50.00 per use PLUS \$25 per hour
(i.e., Two hours usage: \$50 usage fee PLUS \$50.00 (2 hours x 25/hour) = \$100.00 X the total number of usage periods)

Purpose, date, times, and fee is to be established and agreed upon in advance of all events.

Other areas:

Area #1, first floor 420 sq. ft., \$375 per month, day rentals at \$35.00 per day
Area #2, first floor 955 sq. ft., \$850 per month, day rentals at \$60.00 per day
Area #3, second floor 1200 sq. ft., \$1,075 per month, day rentals at \$75.00 per day
Area #4, second floor 195 sq. ft., \$175 per month
Area #5, second floor 928 sq. ft., \$830 per month, day rentals at \$60.00 per day