



VILLAGE OF WASHINGTONVILLE FACILITY USE REQUEST FORM

All requests for Facility Use must be submitted not less than 4 weeks prior to the event or best effort. You will be notified of the approval or denial of your request via email and/or phone. If you have questions, please call 845-496-3221 ask for Village Clerk

Group/Organization: _____

Type of Activity/Event: _____

Contact Name: _____

Mailing Address: _____

Phone: _____ Cell: _____

Email: _____

Select Park/Location Requested for Event:

☐ L. Vern Allen Park ☐ Memorial Park ☐ Veterans Sq.(29 W. Main St.) ☐ EJ Sq.
☐ Woodfield Park ☐ Village Hall ☐ Sewell Park ☐ KIOSK/Food Vendor (see page 2)

Date(s) Requested: _____

Time(s) Requested: _____

(INCLUDE TIME NEEDED TO SET UP)

Please attach a copy of your Certificate of Liability Insurance with naming the Village of Washingtonville as additional insured and copies of your DOH food permit (If a food Vendor) and Driver License

**Village of Washingtonville
9 Fairlawn Drive, Washingtonville, NY 10992**

Documents can be mailed/hand delivered to the above address or emailed to Village Clerk Christine Shenkman at **Christine@washingtonville-ny.gov**

OFFICE USE ONLY

Date Received: _____ Received By: _____

Certificate of Liability Insurance Included: Yes _____ No _____

Copy of Form Returned to Applicant: _____ Returned Application to Village Clerk: _____ Approved by Village Board: _____ Approved by Building Dept: _____

Payment Received Date: _____ Check #: _____

RULES AND REGULATIONS

Pop-up kiosks.

(1) The Village Board finds that pop-up kiosks have the ability to offer a business a flexible, cost-effective way to test markets and increase brand awareness prior to the commitment of occupying permanent retail space. Kiosks can be operated year-round or seasonally. No KIOSK shall sell any products that are already being sold by village local businesses. The Village Board will make the final decision to approve or deny a product.

(2) Within the D and other zones, the Village Board may authorize the installation of a pop-up kiosk for retail sales. A kiosk may be located on any Village public property and parks subject to Village Board approval.

(3) No kiosk shall be larger than 300 square feet. The kiosk may be in the same ownership as the property on which it is located, or it may be leased. The kiosk owner shall provide proof that the owner consents to the kiosk.

(4) The kiosk shall comply with all bulk standards applicable to the principal building on the same lot, except that the Village Board, in its discretion, may vary said standards, where it finds it would not be detrimental to the adjoining properties and shall not create any sight distance Chapter 315, ZONING 51 issues. The Village Board shall find that the kiosk can be adequately protected from operating vehicles or other hazards.

(5) The kiosk shall be secured from vandalism and theft.

(6) The kiosk shall be maintained and operated in proper condition for the life of its use.

(7) The Village Board may require that seasonal kiosks be relocated and/or dismantled when not in use.

(8) The Village Board shall establish the special hours if requested of operation and duration of the kiosk. Normal hours - 9AM - till dusk

(9) A kiosk may be permitted up to the maximum time of one calendar year. Thereafter, the owner shall appear before the Village Board for renewal.

(10) Where a kiosk is approved, the Village Clerk shall issue an operating permit for the kiosk and shall ensure any other permits, e.g., Department of Health and Insurance (naming the village as additional insured) are secured prior to issuance of an operating permit.

(11) The Kiosk operator will control their own garbage refuse and be removed daily from the site. The Village will supply garbage receptacles for patron garbage only.

(12) The Village will charge \$100.00 a week, \$400.00 a month for your location and payable on the 1st of each month. Checks are payable to the Village of Washingtonville. If payment is not made, then your business cannot operate until payment is made.

(13) There is no lighting, water, or sewer facility on site. The Village will supply Porto-Potties for customers.

(14) Before entering the property, you must contact the village hall to schedule a time and date.

(15) The Permittee must provide proof and copies of driver's license and insurance for the vehicle as noted above in Red.

(16) If there is a special event by our event committee this agreement does not cover access to that event.

I understand the rules and regulations to operate a KIOSK in the Village of Washingtonville.

Name: (PRINT) _____

Signature: _____

Business Name: _____

Date: _____

Revised Date: August 5, 2024, May 9, 2025, May 18, 2025, July 16, 2025, July 24, 2025

