

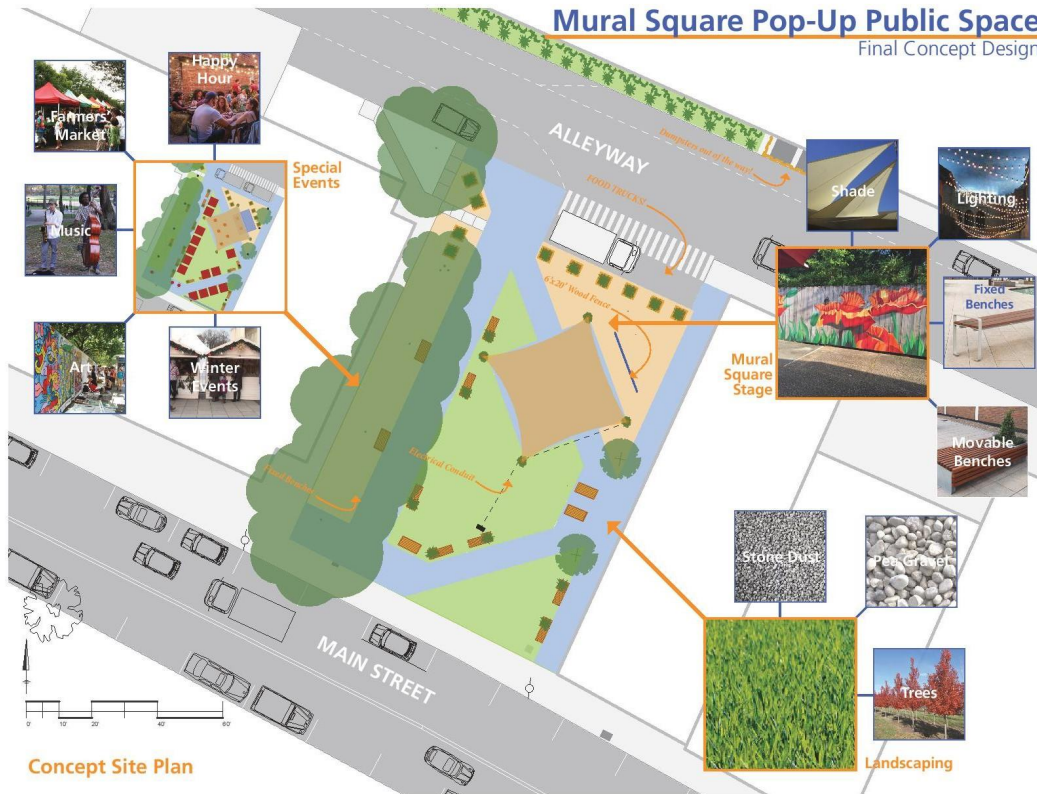
Mural Square Site Use Application

Updated 8.9.17

Return to:
Hudson River Housing
313 Mill Street
Poughkeepsie NY 12601

or
MuralSquare@hudsonriverhousing.org

Contact: Nora Culhane,
Outreach Coordinator
Office: 845.454.5176



Mural Square is the attractively landscaped property located at roughly 253 Main Street, next to One Civic Center Plaza. It has been recently updated to suit the community's outdoor gathering and event needs. Hudson River Housing (HRH) will program, maintain, and coordinate use of this property through December 2017. Applications are now being accepted for scheduling the use of this site. Uses may include, but are not limited to: concerts, festivals, outdoor movie screenings, vendor markets, performances, art exhibitions, cultural celebrations, and private events. Have your event here on Main Street!



313 Mill Street Poughkeepsie, NY 12601
(845) 454-5176
www.hudsonriverhousing.org



MURAL SQUARE SITE USE APPLICATION NOTES

This application package must be submitted to Hudson River Housing **at least fifteen (15) days prior to event date**. HRH will consider late applications on a case-by-case basis.

Event dates will be reserved on a first-come, first-served basis. Dates will not be held until a complete application package is submitted to HRH and approved.

Each application must include a \$25 non-refundable application fee. Fees may be in the form of cash, check or money order made payable to "Hudson River Housing".

Events that are free and open to the public will not be charged for use of Mural Square. Private events and those with an admission fee are required to submit a Private Use fee of \$25 dollars/ hour of reserved time.

Most site users will be required to submit proof of liability insurance. Groups and individuals working in partnership with existing Hudson River Housing programs and staff are exempt from this requirement. This certificate must be received at least 3 business days prior to event date. The certificate must list **Hudson River Housing** as additional insured at one (1) million dollars per occurrence and two (2) million dollars aggregate.

In addition to obtaining permission to use this site, you may also be required to obtain separate permits from City of Poughkeepsie departments and/ or other government agencies for activities such as: vending, food and/or alcohol and performances. Although HRH will be happy to assist in suggesting agencies to contact for more information, it is wholly your responsibility to obtain all permits required for your event in advance.

PLEASE NOTE: Submission of this application alone will not reserve the date for your event. Arrangements for your event should not be finalized until you receive confirmation from Hudson River Housing; this includes advertising.

Return completed application package to:
Hudson River Housing, 313 Mill Street, Poughkeepsie, NY 12601
Attn: Nora Culhane OR MuralSquare@hudsonriverhousing.org
Email for questions or call Nora at 845-454-5176.

MURAL SQUARE SITE USE APPLICATION

Application Date: _____ Event Date(s): _____

Event Time (including set-up/ clean-up): _____ Total # of hours: _____

Event Title (type): _____

Event Description: _____

Host Organization: _____

Event Organizer(s) name: _____

Email address: _____

Phone #: _____ Phone # to reach you during the event: _____

Anticipated Number of Attendees: _____

Electricity needed? Yes / No (circle one) Vehicle/ truck parking space needed? Yes / No (circle one)

Public / Private (circle one) If private please list details regarding security and safety: _____

Event Admission Fee: _____

I have read and been informed about the content, requirements, and expectations of the use of Mural Square. I have received a copy of the documents and agree to abide by the policy guidelines as condition of use agreement.

Signature: _____ Date: _____

Please attach:

____ Application fee of \$25 made payable to 'Hudson River Housing'

____ Private Use fee of \$25/ hour (if applicable)

____ Written Site Clean-Up Plan detailing how you will collect and dispose of waste accumulated during your time onsite. Note: refuse **cannot** be placed in nearby dumpsters or Main Street waste receptacles.

____ Insurance Certificate (if applicable)

____ Special event/ vendor permits acquired (if applicable)

____ Vendor agreements (if applicable)