

Application for Special Event/Group Outing/Commercial Use of a Columbia Land Conservancy Public Conservation Area

I/we am interested in:

A special event A group outing (12 or more) Commercial use

Basic Information

CLC Property:

Date:

Start time:

End time:

Rain date (if applicable):

Setup time:

Departure time:

Applicant Information

Name:

Organization/Company:

Phone:

Email:

Event/Site Usage Details

Number of people expected:

Number of vehicles expected:

Is this a fundraising event?

If yes, for what purpose?

Is there a fee per person?

If yes, how much?

Are you serving food or refreshments?

Describe all equipment to be used at the event/outing/commercial use, including vehicles, motorized equipment, sound equipment, power sources, toilets, tables, chairs, trash containers, etc.

Please describe the event/outing/commercial use in as much detail as possible. Include safety measures to be taken. Include a rough sketch indicating the locations of your proposed activities on an additional sheet of paper.

**Mail completed application to Columbia Land Conservancy
49 Main Street, Chatham, NY 12037 or email to info@clctrust.org**

Special Event/Group Outing/Commercial Use Agreement

[Name of Organization/Responsible Individual(s)] hereby acknowledges and agrees to abide by the following policies, rules and requirements:

- The Public Conservation Area will remain open to the public during my event/group outing/commercial use
- Park only in designated areas or as instructed by the Columbia Land Conservancy
- Public Conservation Areas close at dusk. Please be off-premises by that time unless the Columbia Land Conservancy has agreed to a later end-time.
- Stay within posted property boundaries.
- Keep pets leashed at all times and clean up after them.
- Stay on designated trails.
- Do not remove or destroy plants, wildlife, historic artifacts, or structures.
- Carry out what you carried in.
- The use of all-terrain vehicles, snowmobiles, horses, and firearms is prohibited.
- Swimming, camping, building fires, dumping, and metal detecting are prohibited.
- Hunting and fishing are by permit only as instructed by the Columbia Land Conservancy.
- Alcoholic beverages are prohibited.
- Releasing balloons or any other such material is prohibited.
- There is no toilet facility. The applicant may arrange and pay for a portable toilet (number of units and their location on site to be agreed to by the Columbia Land Conservancy). The unit must be removed within 24 hours of the event or outing.
- The Columbia Land Conservancy incurs expenses by allowing special events to be held at our Public Conservation Areas. As a nonprofit, we request special event/outing/commercial use applicants to pay a fee to defray these costs. The amount of the fee we suggest will depend upon the following: the amount of staff resources needed to administer the application, the amount of staff resources needed to assist with logistics, the degree of impact to the site, the size and scope of the event, and other factors. The Columbia Land Conservancy will inform the applicant of the amount of the suggested contribution after reviewing the application and speaking with the applicant.
- All event and group outing permit applicants must submit a certificate of insurance for \$1 million general liability naming the Columbia Land Conservancy, Inc. as additional insured, with respect to all liabilities, injuries, deaths, and damages of any kind whatsoever occurring in connection with the special event/outing. A certificate of insurance is a letter written by an

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insurance company assuming coverage for damages. The insurance binder must include workers compensation as specified by New York State.

- The Columbia Land Conservancy would like to receive credit in any advertisements, commercial endeavors, and other promotional materials that are created. We request that any such materials be provided to us for review and approval prior to distribution. Please use the following for credit line language:

The Columbia Land Conservancy works with the community to conserve the farmland, forests, wildlife habitat and rural character of Columbia County, strengthening connections between people and the land.

Since its founding in 1986, the Columbia Land Conservancy has collaborated with partners to preserve the County's vibrant rural character. We have conserved more than 30,000 acres of farmland, forests, and wildlife habitat to ensure clean air and water, healthy ecosystems, a strong agricultural sector, and a rich variety of outdoor recreational opportunities. CLC works with the community to cultivate connection to the land by providing outdoor and educational activities at our 10 Public Conservation Areas, to support agriculture by ensuring prime farmland continues to be available to the next generation of farmers, and to promote land protection and wise land use planning.

- Columbia Land Conservancy staff will inspect the site before and after the event/outing/use to ensure no damage has occurred. The applicant will assume full responsibility for any and all damages incurred.
- [Name of Individual(s) or Organization] agrees to indemnify, save, and hold harmless the Columbia Land Conservancy, Inc., and their agents and employees from any claims, demands, actions, or causes of action whatsoever arising out of, or by reason of, the execution or performance of the services so provided and to defend at his/her/their/its own cost any action or proceeding commenced for the purpose of asserting any claim or whatever character arising out of this agreement.
- With prior notice, Columbia Land Conservancy will entertain requests to waive the restriction on motorized vehicle use for persons with mobility disabilities.
- The Columbia Land Conservancy reserves the right to decline, add restrictions, waive restriction, close any Public Conservation Area, or cancel any scheduled event for any reason.

Signature: _____ Date:

Print Name:

Approved by: _____ Date:

Event Name: _____ Date: _____ Location: _____

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