

TOWN OF KEENE
RULES FOR USE OF MARCY FIELD

1. There is a lane marked out in the middle of the field that has been cleared by Dig Safe. All tents, signs, games, fixtures, or any other equipment that is placed under ground must go in this marked lane. See attached diagram.
2. If you want to place a sign, pole, tent stake, or other equipment under ground, outside this marked lane, you must get permission from the town and submit the attached "Stake-out Request" mandated by Dig Safely New York. You will be responsible for any damage done to any underground infrastructure such as fiber optic cables, electric lines, phone lines, or water lines.
2. Organization must supply a certificate of insurance at least 30 days prior to the event.
3. User organization will be responsible for all clean up. The Town provides barrels but the user must remove the garbage.
4. The Town of Keene will supply one portable toilet with a wash station and one regular portable toilet.
5. User organization is responsible for parking cars. No cars on the infield or on the track. On busy weekends or when there are multiple events, the town will provide an attendant and you will be notified of the parking plan.
6. Cars and pedestrians are not permitted on the runway. Only authorized persons and vehicles are allowed near the airplane hangars.
7. The Town reserves the right to close down any ride, event, or activity that it considers unsafe.

8. All exhibits and demonstrations are to be staged in the infield.
9. User organizations or groups who wish to sell or serve alcoholic beverages must obtain a liquor license or special event permit, as the case may be, from the New York State Liquor Authority and provide a copy of the same to the town at least 24 hours prior to the date and time of the event.
10. The Town of Keene cannot be held accountable for any negligent act on the part of the using organization.

FEE SCHEDULE FOR USAGE OF MARCY FIELD
(as discussed in the October 10, 2017 Minutes)

Weddings at the Holt House and surrounding area

- \$500 for Town of Keene Residents
- \$1000 for Non-Residents

Markets, Craft Fairs or other sales generating events:

- \$75 for Town of Keene Residents
- \$150 for Non-Residents

Non-Profit sponsored Fundraising or Arts events:

- N/C for Event Organized by Keene Resident
- \$50 for Event Organized by Non-Resident

Farmers' Market:

- \$150 per Sunday

MARCY FIELD USER AGREEMENT

On behalf of the _____,
(Name of Organization)

I have read and agree to abide by the Rules for Use of Marcy Field. Our Certificate of Insurance naming the Town of Keene as additional insured is enclosed. I agree that the Town of Keene will be held harmless for all claims.

Our organization is responsible for a use fee of \$ _____ payable by check to the **Town of Keene**.

(Signature)

(Title with Organization)

Date: _____