



Use of Town Commons for non-Town sponsored events

The Town Commons are available for event use by the residents of Irvington and organizations following the approval of a request by the Town Council.

The following rules and regulations shall govern the use of the Commons:

1. Requests for events should be made at least 6 weeks in advance to the Town Office and must be approved by the Town Council.
2. A certificate of insurance naming the Town as an additional insured, copy to be provided to the Town Clerk.
3. Items including but not limited to tents, dumpsters, chairs, tables should be set-up and removed as close to the event as possible. The anticipated timeline must be shared with the Town Office at least 2 weeks prior to an event. Every effort must be made to limit the time of such items on the Town Commons.
4. Depending on the event, sponsors may be required to pay for an additional cleaning of the Town-provided porta-potties following the event. Event sponsors shall provide all consumable supplies for the porta-potties and must leave them in a clean condition after the event.
5. The Town may recommend that additional bathroom facilities be provided for any event over 75 people.
6. All trash must be picked up from the Commons and placed in receptacles no later than the day following the event. For larger events, the Town may require that all trash be collected and removed offsite. In no case, shall any trash or recycling be left outside trash or recycling receptacles.
7. If the Town Office determines any property damage has occurred, including turf, septic fields, benches, gazebos, plantings, playground, tennis courts, or other town property, then repair or reimbursement will be the responsibility of the event host.
8. Prevent any unnecessary noise. Sound equipment volume not to exceed reasonable levels.

9. Hours of use shall be from 9:00am to 10:00pm by reservation, unless other specific arrangements are made with the Town. All amplified activities must not start before 9 am and cease by sunset, unless specifically requested and approved by the Town.
10. If alcoholic beverages are served, ABC license is required, a copy to be provided to the Town Clerk.
11. Automobiles should not be parked on the Main Commons, other than for unloading purposes without special permission from the Town. Vehicles may be parked on the North Commons. Locations of all septic fields, including the Museum and the Bank, shall be marked and protected from vehicular traffic.
12. All Town ordinances, for example regarding signs, are to be followed by all events.
13. Commons electrical receptacles can only be used for incidental loads, such as PA systems and lighting. Heavy-draw loads, such as for cooking, must be powered by a source other than the outlets on the commons.
14. Dogs must be on a leash during events and dog waste must be deposited in trash container.

History of Document

Adopted by Irvington on July 14, 2008, August 14, 2025.

Revisions suggested June 2025, August 2025