

HOLDING AN EVENT IN THE TOWN OF ULSTER WITH ALCOHOL

- HERE IS WHAT IS REQUIRED -

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AT LEAST 10 DAYS PRIOR TO YOUR EVENT, PROVIDE THE TOWN CLERK WITH A COPY OF YOUR INSURANCE POLICY:

- 1. OBTAIN AN INSURANCE POLICY FROM ANY INSURANCE COMPANY**
- 2. THESE INSURANCE POLICIES ARE SOMETIMES REFERRED TO AS: EVENT POLICY, ALCOHOL POLICY**
- 3. THE INSURANCE POLICY MUST HAVE A \$1,000,000 RIDER**
- 4. INSURANCE POLICY MUST COVER THE DATE OF YOUR EVENT**
- 5. THE INSURANCE POLICY MUST NAME THE TOWN OF ULSTER AS AN ADDITIONAL INSURED, USING THIS NAME AND ADDRESS:**

**TOWN OF ULSTER
1 TOWN HALL DRIVE
LAKE KATRINE, NY 12449**

DO NOT! USE THE TOWN PARK ADDRESS !!

- 6. SUBMIT THE INSURANCE POLICY IN PERSON OR VIA EMAIL TO:
TOWNCLERK@TOWNOFULSTER.NY.GOV**
- 7. THE TOWN OF ULSTER DOES NOT CHARGE A SEPARATE FEE FOR THE USE OF ALCOHOL; HOWEVER YOU WILL HAVE TO PAY FOR THE INSURANCE POLICY THROUGH THE INSURANCE COMPANY OF YOUR CHOICE.**
- 8. NO INSURANCE POLICY? NO ALCOHOL.**