



Enter the amount of vehicle hang tags you currently have:

**2025-2026**

**CONTRACTOR AUTHORIZATION CERTIFICATE**

Date of Issue: \_\_\_\_\_

This REVOCABLE, Conditional CONTRACTOR AUTHORIZATION CERTIFICATE is hereby issued to:

\_\_\_\_\_  
(Legal Name of Company)

Contractor Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contractor's Physical Office Address: \_\_\_\_\_  
\_\_\_\_\_

Contractor Mailing Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Contractor E-Mail Address: \_\_\_\_\_

Contractor Office Telephone Number: \_\_\_\_\_

Contractor Applicant's Cell Phone Number: \_\_\_\_\_

Contractor Emergency Number: \_\_\_\_\_  
(where we can contact someone quickly in the event of an emergency)

The grounds of Chautauqua Institution are **PRIVATE PROPERTY**. All contractors and construction service personnel working on the grounds of Chautauqua Institution are required to formally request and maintain a current Contractor Authorization Certificate to work on the grounds of Chautauqua Institution. This **REVOCABLE, conditional** Contractor Authorization Certificate is hereby issued to the authorized contractor by the office of the Administrator of Architectural and Land Use Regulations and Chautauqua Institution for the express purpose of providing provisional access to the grounds of Chautauqua Institution for the performance of lawful and requested construction and construction related services to a legal property owner and/or Chautauqua Institution.

**This Contractor Authorization Certificate is NOT a representation or warranty by Chautauqua Institution that the holder is qualified to perform any services requested by a property owner or Chautauqua Institution.**

**1.) The undersigned hereby agrees to abide by the most recent Rules and Regulations of Chautauqua Institution, the Architectural and Land Use Regulations, and all local, state, and federal laws and regulations.** Copies of the Rules and Regulations of Chautauqua Institution and the Architectural and Land Use Regulations are available for purchase of \$25 in the office of the Administrator of Architectural and Land Use Regulations or for free on the Chautauqua Institution website at: [http://chq.org/phocadownload/Governance/alu\\_regulations.pdf](http://chq.org/phocadownload/Governance/alu_regulations.pdf)

By applying for, signing, and accepting this Contractor Authorization Certificate, the authorized contractor certifies that the contractor and all employees and agents acting on behalf of the authorized contractor, either implied or in fact, shall abide by the most recent Rules and Regulations of Chautauqua Institution and the Architectural and Land Use Regulations, including the terms and conditions of any compliance certificate issued by Chautauqua Institution for the work being performed by contractor and **2.) shall be covered at all times while working on the grounds of Chautauqua Institution by all legally mandated New York State Worker's Compensation Insurance AND General/Professional Liability Insurance.**

**3.) Contractor hereby agrees to indemnify, release, defend and hold harmless Chautauqua Institution and its officers, trustees and employees (collectively "Indemnities")** for, from and against any and all claims, liabilities, fines, damages (including, but not limited to, losses or damages resulting from bodily injury or death), losses, liens, causes of action, suits, judgments and expenses (including without limitation, court costs and reasonable attorneys' fees) (collectively "liabilities") of any nature resulting from or related to in whole or in part to: (a) any breach of this agreement or failure to follow the rules and regulations of Chautauqua Institution (b) contractor's or contractor's agents or employees' activities on property of Chautauqua Institution (c) an act or omission of the contractor or its agents or employees.

This revocable, conditional **Contractor Authorization Certificate** is valid only for the issued construction season and must be renewed annually. **Contractor Vehicle Passes** (labeled with the current sticker) are the proof of current authorization and are required on each vehicle on the campus. These passes will only be activated upon completion of annual renewal. Streets and roads must be kept unobstructed at all times, except for specific times approved by the Administrator. Any request to block roads must be made more than 3 days prior to the proposed work. Contractor Authorization may be revoked, and penalties may be assessed for violations of the Rules & Regulations of Chautauqua Institution and/or the Architectural and Land Use Regulations, and/or local, state or federal laws or regulations.

AUTHORIZATION CERTIFICATE GRANTED BY:  
CERTIFICATION #: \_\_\_\_\_

**Chautauqua Institution**  
**EXPIRES:**

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Contractor's Signature

Date

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Administrator of Architectural and Land Use Regulations Signature (if approved)

Date

PO Box 28  
Chautauqua, New York 14722  
716.357.6267 / 716.357.9014 (fax)  
[rboughton@chq.org](mailto:rboughton@chq.org)