

****KEYS MUST BE PICKED UP THE BUSINESS DAY PRIOR TO EVENT BY 2:00**

CONTACT # FOR THE DAY OF THE EVENT 845 417-1235

**TOWN OF ESOPUS
1 Town Hall Way FKA 284 Broadway
Ulster Park, NY 12487
845-331-3709**

APPLICATION FOR USE OF PARKS/FACILITIES

DATE OF EVENT _____ DESCRIBE EVENT _____

TIME (SET UP/START) _____ (CLEAN UP/END) _____

PARK	PAYMENT CASH/CK/CHG	RESIDENT FEES	NON-RESIDENT FEES
FREER		\$ 150	\$ 225
KITCHEN @ FREER		\$ 50	\$ 50
ROSS		\$ 125	\$ 200
CAS LANDI, ST REMY		\$ 40	\$ 50
RIEKER, CONNELLY		\$ 75	\$ 125
ALCOHOL PERMITS		\$ 50	\$ 100
DEPOSIT RULES & TRASH		\$ 150	\$150
			TOTAL

Caterer or DJ? _____ Event Open to Public? _____ Advertised in Media? _____

People Attending _____ **Will Alcohol be Served?** _____

PERMIT HOLDER INFORMATION - MUST BE 21 YEARS OR OLDER

PERMIT HOLDER WILL BE RESPONSIBLE FOR ENFORCING RULES & REGULATIONS

NAME/ORGANIZATION/GROUP _____

ADDRESS, CITY, ST, ZIP _____

PHONE (DAY) _____ (CELL) _____

SIGNATURE _____ Date: _____

*As permit holder, I have read all rules & regulations on reverse side of this application regarding use of park & consumption or sale of alcohol. I agree to abide by and enforce these regulations and will personally be present to meet with Park personnel **within 15 minutes** of check in and check out*

I understand I am renting the pavilion only; all other areas will remain open to the public.

CHECK MADE PAYABLE TO: Esopus Town Clerk

AUTHORIZED BY _____ ID ATTACHED _____

ATTENTION ALL PARK FACILITY RENTERS

It is extremely important that your START/SET up time is accurate and you are there **within 15 minutes** of that time. A member of our Parks/Recreation department will meet you there to ensure there was no damage or mess left by a prior renter. If you need to make a change to the set up time prior to the day of your event, please call 331-3709. **If there is an emergency that day and you are going to be late, please notify them in advance at 845 417-1235.**

**PICK UP BATHROOM KEY BY 2 PM THE BUSINESS DAY
BEFORE YOUR EVENT**

**I understand the statement above & will be at the location at the stated time on my application to meet the Recreation Personnel

Name _____ Date _____

PARK RENTAL RULES AND REGULATIONS

You must be 21 years or older to act as permit holder. A copy of a valid drivers license or other picture ID with name and age is required.

1. Groups are responsible for compensation of property damage due to their use of park or facility. **No glass containers are allowed in park areas.**
2. Park rentals will cease by dusk unless approved in advance. **Reservations for parks include the use of pavilion area only.** All other areas of the park are open to the public.
3. **No booths, tents, bouncy/carnival items** or other structures may be erected. No vending allowed in designated park areas.
4. The Town of Esopus reserves the right to revoke or cancel any permit for violation of park rules and regulations. Also, failure to comply with any of the Parks Rules and Regulations shall cause the applicant and the reserving organization to forfeit future opportunities to use Town of Esopus facilities and loss of deposit.
5. Completed application due in the Town Clerk's Office seven (7) days from the time reservation is requested. All fees due at time of application submission. Date reserved will be relinquished **WITHOUT NOTICE** IF pending items such as insurance certificates if required) ARE NOT RECEIVED BY THIS TIME. No facility will be rented or reserved without 7 days notification.
6. Large events, picnics, or outings advertised in the media and open to the public are required to supply an insurance certificate. Insurance certificates must be received *1 month prior* to the event naming the TOWN OF ESOPUS AND THE NAME OF THE FACILITY, as additionally insured in the amount of one million dollars. An insurance certificate can be requested for any event at the discretion of the Town of Esopus. If a fee has been waived, an insurance certificate still needs to be provided by the user organization.
7. **TRASH RULES** -Parks are Carry In/Carry Out. Take all of your trash with you; do not leave bagged trash behind. It is the responsibility of the permit holder to clean and remove trash produced from their use of the facility. If you do not remove all of your trash you will forfeit your deposit.
8. **Deposit – If Rental Rules and/or Posted Park Rules are not followed your deposit will be forfeited.**
9. **No buses** are permitted to enter any park except by special permission from the Town Board.
10. No open fires are allowed except in grills provided for that purpose. No person shall remove any grill placed in a park by the Town to any other location in the park or off park property.
11. Vehicles may park in designated parking areas only.
12. **If there is alcohol at the event there MUST BE AN ALCOHOL PERMIT.** The permit holder will be responsible for supervising the conduct and consumption of alcohol by any and all individuals benefitting from the permit. The permit holder is also responsible to make sure precautions shall be in place to prevent the consumption of alcohol by minors at their function. Alcohol may not be sold in any park area.
13. By becoming the permit holder you and your group agree to follow all park rules and regulations. You also agree to indemnify and hold harmless the Town of Esopus, it's officers, agents servants and employees from any and all claims resulting from injuries, damages and losses sustained by yourself or your group as a result of the use of this facility and adjoining property.
14. **GEORGE FREER BEACH-** Kitchen must be totally cleaned before leaving facility. All items in refrigerator must be removed immediately, failure to comply will forfeit deposit.
15. **No Smoking allowed in our parks.**