

# Pavilion Rental

Town of New Baltimore

3809 County Route 51  
Hannacroix, New York 12087  
(518) 756-6671 (Town Hall)

✓ Check one

District 1 <b>Wyche Park</b>	Located on New Baltimore Road in the Hamlet of New Baltimore, Wyche Park offers a large pavilion, electric, and playground.
District 2 <b>Cecil C. Hallock Park</b>	Located on Route 54 just west of the Town Hall, Hallock Park offers a large pavilion, electric and water, baseball field and playground.
District 3 <b>Silver Lake Park</b>	Located on Old Kings Road in Medway, Silver Lake Park offers a large pavilion and baseball field.
<b>Cornell Park</b>	Located on Mill Street off County Route 61 in the Hamlet of New Baltimore, Cornell Park is adjacent to the Hudson River and offers a gazebo, electric, and kayak/canoe launch. Fishing requires additional permit.

TODAY'S DATE \_\_\_\_\_

PARK PERMIT # \_\_\_\_\_ -23

NAME OF APPLICANT \_\_\_\_\_

ORGANIZATION<sup>1</sup> /EVENT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

DAY + DATE REQUESTED (Sun M T W Th F Sat ) \_\_\_\_\_

ESTIMATED ATTENDANCE: LESS THAN 50 PERSONS \_\_\_\_\_ OVER 50 PERSONS \_\_\_\_\_  
(Note: Town Board reserves the right to review events of more than 50 persons)

PAVILION RENTAL FEE (check/cash/money order)

Town Resident \$ 25.00 Non-Resident \$ 50.00 DATE paid \_\_\_\_\_

One check for \$25/\$50 Pavilion Rental fee is due at time of reservation, along with a \$20 Beer Permit if needed. An additional check for a \$25 deposit is also required separately which will be returned provided the facility is cleaned per the park instructions. Cash cannot be accepted.

\*\*\*\*Beer Permit # \_\_\_\_\_ -23, Additional fee of \$20.00

\*\*\*\*No Alcohol \_\_\_\_\_

Deposit (to be returned to applicant following satisfactory inspection) \$25.00

Agreement: I have received, read and agree to abide by all park ordinances, rules and regulations, as well as all conditions on this application.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

Issued by: \_\_\_\_\_

Town Clerk/Deputy Town Clerk

<sup>1</sup> New Baltimore Community non-profit organizations that are using the park for an event to benefit the community or a qualified charitable organization will not be charged a facility fee.

## POLICIES

(Please read and sign below.)

1. Reservations for pavilion rental can be made by telephone. However, you must finalize your reservation by completing the rental form and paying the rental fee within one week after making your reservation. Otherwise, rental of the park can be given to another party if requested.
2. Reservations must be made at least one week in advance. Cancellations must be made 3 days prior to the event date (exceptions made for inclement weather).
3. A **rental fee of \$50.00/\$75.00** will be charged upon completion of the Rental Form; **\$25.00/\$50.00 rental fee and \$25.00 deposit**. Please enclose **two separate checks** so that one \$25.00 check will be refunded to applicant after the park has been inspected by the Town, considering the **clean-up check list**. Cash cannot be accepted.
4. A **Clean-Up Check List** is attached which must be completed. Note: The Town of New Baltimore will inspect the park the evening *before* your event, but the parks are not manned on weekends, therefore, you may want to inspect the park before your event to make sure it is in satisfactory condition. Please let us know if you would like a garbage can for your event.
5. **Beer permit fees are \$20.00** additional and is non-refundable.
6. You must be 18 years of age to reserve a park facility and responsible adult supervision must be provided at all times to ensure that the park facilities and surrounding grounds are utilized in a safe and orderly manner.
7. Law enforcement officials have the authority to ask uncooperative offenders to leave the park. Any violation of park rules or other laws or regulations may result in loss of reservation and future access to park facilities.
8. All motorized vehicles must be left in designated parking areas. No motorized vehicles are allowed on the park's grassy areas, baseball fields and playground areas.
9. NO campfires allowed. Portable grills for cooking are allowed. All charcoal and ashes must be removed from the park area during clean-up (along with litter). Dumping of hot ashes on park grounds may cause a fire and is therefore forbidden.
10. **The park opens at dawn and closed as dusk**, unless otherwise authorized.
11. You must agree to be aware of **the noise level** created by those attending your event. Issuance of this rental permit is subject to the condition that the noise level created by those using the Park shall not exceed 80 decibels. If that noise level is exceeded this permit may be immediately rescinded.
12. You are responsible for keeping the park clean by leaving facilities and grounds free of litter. Patrons can help by wiping the picnic tables and cleaning spills on shelter floors. (This may include excessive litter, messes/spills left on shelter floor or picnic tables, damage to pavilion or picnic tables or other damage directly related to the rental use.)
13. The Town tries to keep the park and its facilities in good condition. Other users sometimes vandalize facilities or litter the grounds. Please report such conditions so that you are not held accountable. **Report suspicious activity or vandalism** at the park to the Highway Superintendent (756-2078), Greene County Sheriff (756-3300), or to NYS Police at 731-2333.
14. During the operation of the Town's Summer Youth Program (four-week program) access to the building/shelter may not be permitted in certain park facilities as supplies are stored. However, an electrical outlet and access to water will be available.
15. **No bouncy-bounce equipment will be allowed in Town Parks per Town Board March 28, 2016 Meeting.**
16. For District 2 Park rentals only, the Outlaws Baseball Team has scheduled league games in March for the current season. If park reservations are made after March, there is a possibility that games have already been previously scheduled. The Town will let the team know when an event is scheduled and the **pavilion** will be available for picnics.

*I have read and agree to all of the above park policies.*

Applicant Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

Witness: \_\_\_\_\_  
Town Clerk/Deputy Town Clerk

PARK USED (circle one)

Wyche

Hallock

Silver Lake

Cornell

DATE USED: \_\_\_\_\_

## CLEAN-UP CHECK LIST

### WHAT YOU BRING IN, YOU MUST TAKE OUT.

- LITTER - Bring garbage bags with you for clean-up. You must remove all litter from the park. There are no dumpsters available at the parks for disposal of litter. If using a portable grill with charcoal or wood, extinguish all hot coals/embers and you must remove all charcoal (or wood) and ashes from the park grounds. No dumping of hot charcoal and ashes on park grounds is allowed. Please let us know if you would like a garbage can for your event.
- DECORATION - Remove all party decorations.
- PICNIC TABLES - Wipe off spills from picnic tables
- WATER / ELECTRIC- Make sure all water faucets are turned OFF and all electrical devices you brought with you are unplugged and removed.
- SECURE BUILDINGS/GATES- Be sure to secure the building/shelter and park gate by either locking the door or replacing padlock/chain to secure.

Notes/comments/observations:

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**Please take Pride in New Baltimore Parks - LEAVE THE PARK AND SHELTERS IN AS GOOD OF CONDITION AS WHEN YOU ARRIVED, IF NOT BETTER.**

**THANK YOU.**