

TOWN OF ALLEGANY PARKS SYSTEM

_____ Today's Date

RIVER PARK PAVILION RESERVATION

_____ Amt. Pd.

_____ Date Pd.

ORGANIZATION OR GROUP APPLICATION FOR USE

_____ Rec. #

Date (s) Requested: (month/day/year) _____

Day (s) of the Week Requested: (circle day(s)) Friday Saturday Sunday Monday

Tuesday Wednesday Thursday

Facility Requested: _____ Pavilion #1 (LARGE) (\$100 fee + \$25 sec. dep. = \$125)
_____ Pavilion #2 (MID-SIZE) (\$75 fee + \$25 sec. dep. = \$100)
_____ Softball Field
_____ Volleyball Court

INFORMATION ABOUT YOUR GROUP:

NAME OF ORGANIZATION OR INDIVIDUAL: _____

Name of Supervisor/Person In Charge: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

Name of Supervisor/Person In Charge: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES

Time: From _____ To _____

Purpose of Use: _____

Total Participants Expected: _____ Adults _____ Children _____

PAVILION #1 (LARGE) FEE: \$100 SECURITY DEPOSIT: \$25 TOTAL: \$125

INCLUDES: USE OF LARGE PAVILION, ONE VOLLEYBALL COURT AND ONE SOFTBALL FIELD. PLEASE USE LARGE PARKING LOT ON SOFTBALL FIELD SIDE OF THE PARK.

PAVILION #2 (MID-SIZE) FEE: \$75 SECURITY DEPOSIT: \$25 TOTAL: \$100

INCLUDES: USE OF MID-SIZE PAVILION, ONE VOLLEYBALL COURT AND ONE SOFTBALL FIELD. PLEASE USE PARKING LOT NEAR THE BASKETBALL COURT AND ROAD SIDE PARKING IN FRONT OF PICNIC AREA.

OTHER FACILITIES AT THE RIVER PARK ARE OPEN TO THE GENERAL PUBLIC AND THOSE RESERVING PAVILIONS.

THE ALLEGANY RIVER PARK IS A PUBLIC PARK. FEE AND SECURITY DEPOSIT ARE FOR ONE (1) PAVILION, ONE (1) VOLLEYBALL COURT AND ONE (1) SOFTBALL FIELD RESERVATION ONLY.

PLEASE MAKE CHECKS PAYABLE TO "TOWN OF ALLEGANY". IF YOU PAY BY CASH PLEASE HAVE THE CORRECT AMOUNT AS WE GENERALLY DO NOT HAVE EXTRA CASH ON HAND. THANK YOU.

SIGNED AGREEMENT:

I HEREBY AGREE TO HAVE THE SAID ORGANIZATION REPAIR OR REPLACE ANY DAMAGES INCURRED BY THE PERSONS OF THIS ORGANIZATION. FURTHERMORE, THE SAID ORGANIZATION IS EXPECTED TO CLEAN THE FACILITY(S) AFTER USAGE. THE TOWN OF ALLEGANY RECREATION AND PARKS DEPARTMENT HAS THE RIGHT TO CANCEL, POSTPONE OR RESCHEDULE THIS REQUEST AT ANY TIME. IF IN THE JUDGMENT OF THE TOWN OF ALLEGANY PERSONNEL THE FACILITY(S) ARE BEING MISUED, THE USEAGE MAY BE TERMINATED AT ANY TIME.

ON BEHALF OF THE _____ (ORGANIZATION) WE AGREE TO ABIDE BY THESE TERMS AS ESTABLISHED BY THE TOWN OF ALLEGANY. THE SIGNATURES BELOW VERIFY THAT THE RESPONSIBLE PERSON(S) IN CHARGE UNDERSTAND AND AGREE TO ABIDE BY THESE CONDITIONS ON BEHALF OF THE ORGANIZATION THEY ARE REPRESENTING.

THE UNDERSIGNED IS OVER 21 YEARS OF AGE AND HAS READ THIS FORM AND ATTACHED REGULATIONS AND AGREES TO COMPLY WITH THEM. HE/SHE AGREES TO BE RESPONSIBLE TO THE MUNICIPALITY FOR THE USE AND CARE OF THE FACILITIES. HE/SHE, ON BEHALF OF THE SAID ORGANIZATION DOES HEREBY COVENANT AND AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE TOWN OF ALLEGANY FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGES, CLAIMS, OR ACTIONS (INCLUDING COSTS AND ATTORNEYS FEES) FOR BODILY INJURY AND/OR PROPERTY DAMAGE, TO THE EXTENT PERMISSIBLE BY LAW, ARISING OUT OF OR IN CONNECTION WITH THE ACTUAL OR PROPOSED USE OF THE TOWN OF ALLEGANY'S PROPERTY, FACILITIES AND/OR SERVICES BY SAID ORGANIZATION.

SIGNATURE OF ORGANIZATION'S REPRESENTATIVE ADDRESS _____
TELEPHONE _____

SIGNATURE OF ORGANIZATION'S REPRESENTATIVE ADDRESS _____
TELEPHONE _____

RIVER PARK LAWS

TOWN OF ALLEGANY

PARK HOURS 7:00 AM – 9:00 PM

1. No unlicensed motor vehicles.
2. Parking in designated lots only.
3. Reservation of any field or facility by application only (obtain application at Recreation Clerk's office).
4. Fires are prohibited (except grills).
5. Littering is prohibited (please use trash containers).
6. Park is off limits from 9:00 PM to 7:00 AM.
7. Firearms, fireworks or loud noises prohibited.
8. Glass bottles or containers prohibited.
9. Cars parked near ball fields are at the owner's risk.

VIOLATORS OF THESE LAWS ARE SUBJECT TO CRIMINAL ACTION.

PARK POLICIES AND RULES

THE PARK IS FOR THE GENERAL PUBLIC

- A. The park water is for cooking and drinking purposes only. Any group who misuses the water facilities will lose their security deposit.
- B. Please park in the River Park parking lots only; do not park at the Recycling Company.
- C. Do not drive any vehicles on the grounds or other areas (except parking lots).
- D. Please leave charcoal in grills. Do not put used charcoal in trash containers or do not dump on the ground. It is a fire hazard.
- E. Please do not insert nails or large staples (hardware type) in the pavilion posts or any other wood.
- F. There will be no refunds due to the weather conditions.
- G. There will be no large or heavy equipment or structures permitted at the park.

RESTROOM INFORMATION:

Please be advised that the River Park restroom hours each day are Monday through Friday approximately 9:30 AM – 8:00 PM, and Saturday and Sunday approximately 10:30 AM – 8:00 PM. The restrooms are open from Memorial Day through Labor Day, unless unforeseen circumstances cause their closing.

A majority of toilet problems can easily be solved with a toilet plunger. The Dept. suggests that a member of the rental group bring a toilet plunger for everyone's convenience.

DUMPSTER USE:

The Town of Allegany requests that all groups using the River Park use the dumpster provided for depositing their litter, debris and garbage (please use garbage bags). For your convenience, new garbage bags are provided at the sheds located near the pavilions.

ELECTRICAL OUTLETS INFORMATION:

The pavilions' electrical outlets are designed for low amp usage only. They are GFI outlets. Each outlet box (which includes two plug-ins) will accommodate up to 15 total amps. Therefore, the sum total of both plug-ins must not exceed 15 amps.

If item/appliance exceeds more than 15 amps, the outlets are designed to shut down and terminate the electric service. Electric service would be lost for the day.

It is the responsibility of the individuals who use the outlets to:

- A. Know the amps of the electrical items or appliances they intend to use at the River Park.
- B. Make sure the appliance used does not exceed the amp limits of whichever River Park pavilion electric service you are utilizing.

The Allegany Recreation and Parks Department is not responsible for the lack of electrical service if organizations, groups or individuals using the pavilion's outlets exceed the amp limits.

FACILITY USE REQUIREMENTS

1. Organizations wishing to use municipal facilities shall first apply to the Recreation and Parks Department on the prescribed forms. The Recreation and Parks Department personnel has final authority on approval.
2. In the event of inclement weather, the Director or his/her designee has the final authority on whether facilities are usable.
3. Alcohol use is allowed only by permit. Alcohol is not permitted in glass bottles, kegs or barrels.
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating these rules will be ejected from the premises.
6. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions.
7. Organizations using the facilities must clean up afterwards. Repairs must be made so that the facility is in the same condition as it was before the damage was incurred. All repairs must be completed no later than three (3) days after the day of damage.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is payable no later than four (4) days prior to the scheduled day of use.
11. No public telephone is located at the River Park. A coin-operated telephone is located at Stayer Park (Birch Run Road).
12. Users must provide the following insurance at least one week prior to using facilities. Failure to do so prior to use will result in REVOCATION OF YOUR PERMIT. THE TOWN OF ALLEGANY REQUIRES A CURRENT CERTIFICATE OF INSURANCE NAMING THE TOWN OF ALLEGANY AS AN ADDITIONAL INSURED FOR THE EVENT DAY.

COMMERCIAL USERS:

- A. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy.
- B. The policy naming the municipality as an additional insured shall:
 - * be an insurance policy from an A.M. Best rated "secured" NYS licensed insurer;
 - contain a 30-day notice of cancellation;
 - * state that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers; and
 - * additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
- C. The user agrees to indemnify the municipality for any applicable deductibles.
- D. Enclose a copy of the endorsement providing additional insured status.
- E. Required Insurance:
 - * Commercial General Liability Insurance
\$1,000,000 per occurrence/\$2,000,000 aggregate.
- F. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the municipality.

INDIVIDUALS:

Required Insurance

- * Homeowners Insurance
Section Two – Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

ALCOHOL USE POLICY

The use of alcohol is not allowed to be the main component of the activity. Use of alcohol is permitted by special permit only. Alcoholic beverages (other than beer and wine in non-glass containers) are prohibited within the Allegany River Park. Kegs and barrels are also prohibited. An approved permit from the Recreation and Parks Department Personnel must be obtained. **No person less than 21 years of age may possess and/or consume alcoholic beverages in any area on the Town of Allegany property.**

The Village of Allegany Police Department may check on events when alcohol is being served. The Town of Allegany reserves the right to limit quantities of alcoholic beverages.

If there is alcohol being served, SERVICE OF ALCOHOL MUST END one hour before the end of the event (this does not include clean-up time).

If a caterer is used to dispense alcohol, the caterer must have all required permits and/or licenses. In addition, the caterer must submit a certificate of insurance demonstrating proof that the caterer has the following coverages:

Commercial General Liability Liquor Liability

Limits of \$1 Million each Occurrence, \$2 Million General and Products/Completed Operations Aggregates, \$1 Million Personal/Advertising Injury Liability/\$50,000 Fire Damage Legal Liability and \$5,000 Medical Payment Expense.

Liquor Liability

\$1 Million each Occurrence and \$2 Million Aggregate.

Workers Compensation and Employers Liability

Statutory limits and coverages.

The Town of Allegany shall be listed as an additional insured on the Commercial General Liability and Liquor Liability Policies.

ALCOHOL PERMIT

Today's Date: _____ Date(s) Requested: _____

Facility Requested: _____

Name of Individual or Organization: _____

Time: _____ to _____ Host/Person in charge: _____

Mailing Address: _____

Telephone (Day): _____ Telephone (Night): _____

Purpose of Use: _____

Total Participants Expected: _____

Groups and/or organizations renting the pavilion(s) will not be permitted to charge fees.

As Host, I understand it is my responsibility to comply with all liquor laws in New York State, including the prohibition against serving alcohol to persons who are underage.

APPLICANT'S SIGNATURE

DATE

