

Application for Reserved Use of Fortin Park Pavilions

Town of Oneonta: Town Hall -PO Box A, West Oneonta, NY 13861

Applicant's Name: _____

Organization's Name: _____

Phone #: _____ Email: _____

Physical Address: _____

Mailing Address: _____

*** Please **check availability with Town Clerk** before submitting application ***

Date: _____ Day: _____ Hours: _____

Event or Activity: _____

Number of People: _____

Describe any temporary structures/barriers you wish to erect: _____

Please attach the following:

- _____ Rental fee/security deposit
- _____ Signed release/waiver of liability – * **NOTARIZED before submitting***
- _____ Certificate of insurance -Only for Business/Institution ('Town of Oneonta' as additional insured)
- _____ Indemnification forms from all contractors and organization
- _____ Copies of all contracts

Pavilion(s) Requested – CIRCLE

LARGE Pavilion / Hanger #1 Closest to Parking Area (capacity – 300)

LARGE Pavilion / Hanger #2 Closest to River (capacity – 300)

SMALL Pavilion / Picnic Grove Area (capacity – 50)

Fee Schedule *Fee & Security must accompany application *

25.00 Small Pavilion (Town-resident)/ 50.00 (non-Town resident), plus \$100.00 security deposit

50.00 Large Pavilion (Town-resident)/ 100.00 (non-Town resident), plus \$100.00 security deposit

100.00 Business/Institution, plus \$100.00 security deposit

*** **2 separate checks required (1 for rental/1 for security)** - Payable to "Town of Oneonta"

The park will be inspected by the groundskeeper, or other authorized town representative, prior to the refund of the security deposit.

RULES GOVERNING RESERVED USE OF FORTIN PARK PAVILIONS

- 1) Pavilion rental season is from April 1-October 31.
- 2) Payments must accompany application.
- 3) Fee is non-refundable unless cancellation is made at least **four (4) weeks prior** to scheduled usage.
- 4) Maximum capacity for the pavilions is as follows: Large Pavilions –300 people; Small Pavilion –50 people.
- 5) For each one hundred (100) people using a pavilion, one (1) designated responsible adult shall be present and accountable for the entire period of time that the pavilion is reserved.
- 6) All vendors/organizations/businesses/teams must file a certificate of insurance with the Town Clerk.
- 7) Groups using the pavilion agree to abide by all rules herein stated; and are responsible for any and all damages resulting from their usage. If there is any question of accountability, the person(s) whose name appears on this application will be held responsible.
- 8) The presence or consumption of alcoholic beverages is prohibited unless a Permit is obtained. Applications for permits are available at the Town Clerk's office at Town Hall in West Oneonta.
- 9) Music is permissible, but must be controlled. A Town official may require the elimination of music if it is too loud.
- 10) Town officials and constables reserve the right to monitor any functions and have a representative present during such functions.
- 11) **CLEAN-UP RULES:**
 - All garbage must be taken out (Fortin Park is a carry-in/carry-out park);
 - Remove all decorations and materials used to secure decorations;
 - Keep port-a-jons clean and litter free at the end of your event or an **additional charge may apply.**

Certification: I am the applicant/authorized agent for the applicant. I understand that the Town Clerk has sole discretion to approve and deny applications. My organization and vendors/contractors will comply fully with the park's rules and all applicable town and state ordinances and laws, and failure to comply may forfeit my security deposit, prompt revocation of the permit, and or result in prosecution.

NAME

DATE

Do not write below this line

Fee paid _____ Security paid _____

APPROVAL:

The applicant has been approved to use Fortin Park only the dates specified, subject to the Town's rules, special conditions, if any, and local ordinances. The town reserves the right to revoke the permit for failure to comply.

Town Clerk

Date

_____ Copy to applicant after approval

cc: Town Constable, Town Maintenance Worker

Security deposit refunded _____

GENERAL RELEASE AND WAIVER OF LIABILITY

The undersigned, an adult over the age of 21, or parent and/or guardian of a minor under the age of 21, hereby verifies to the Town of Oneonta, a municipal corporation with offices at 3966 State Highway 23, West Oneonta, New York 13861, that as a condition of using town property, that I hereby release and hold the Town of Oneonta harmless from liability for any personal injury or other damage to person or property which may occur while participating in any function, public or private, on town property. I affirm that I have my own liability, health and/or medical insurance plan which provide coverage in the event of any such personal injury or property damage which may be sustained or caused by me now or hereafter. This release shall be forever binding upon my personal representatives, executors, heirs and administrators.

Dated: _____

Signed: _____

Print: _____

If on behalf of a Minor, Minor's Name:

Sworn to before me this _____

day of _____, 20____

Notary Public

Application for Reserved Use of Fortin Park Recreation Facilities

Town of Oneonta: Town Hall PO BOX A West Oneonta, NY 13861

Organization _____

Applicant's Name _____

Phone # _____ Email: _____

Applicant's Address _____

Field Requested _____

Event/Activity _____

Dates and Hours Requested _____

*** For ongoing, long term field usage, please list below ***

PRACTICES: (Dates, Days and Hours Requested)

GAMES: (Dates, Days and Hours Requested)

Do you wish to erect any temporary structures or barriers? Describe. _____

Please attach the following:

- _____ Certificate of insurance ('Town of Oneonta' as additional insured)
- _____ Indemnification forms from all contractors and organizations-if applicable
- _____ Copies of all contracts

Certification: I am the authorized agent for the applicant. I understand that the Town Board has sole discretion to approve and deny applications. My organization and vendors/contractors will comply fully with the park's rules and all applicable town and state ordinances and laws, and failure to comply may forfeit my security deposit, prompt revocation of the permit, and or result in prosecution.

NAME DATE

Do not write below this line

Special Conditions

1. _____
2. _____
3. _____

APPROVAL:

The applicant has been approved to use Fortin Park only the dates specified, subject to the Town's rules, special conditions, if any, and local ordinances. The town reserves the right to revoke the permit for failure to comply.

Town Clerk Date

cc: Town Constable, Town Maintenance Worker

POST EVENT/SEASON COMMITTEE NOTES:

