

PUTNAM VALLEY TOWN PARK PAVILION USE FORM

RULES FOR RENTERS:

1. Alcoholic beverages may be served inside the Pavilion area with a permit only!
 - a. No one under the age of 21 may have or consume any alcoholic beverage on the premises even with the consent of his/her parent or guardian.
 - b. No alcohol may be sold at the Pavilion or on Town Park property.
 - c. Anyone found disobeying State or Local laws concerning alcohol or other controlled substances will be barred from future use of the building, either as a renter or as a guest; and runs the risk of arrest.
 - d. It is incumbent upon the person responsible for the rental to see that no person becomes inebriated or leaves to drive a car if it is determined they are unfit to drive.
2. The kitchen and appliances may be used to meet your needs, but must be cleaned, swept, mopped and put away.
3. Music and noise must be lowered by 10:00 PM/ or in accordance with all State and Local ordinances. Every effort shall be made to contain noise within the building so that the neighbors of the Pavilion are not annoyed.
4. All parking shall be in the Pavilion parking area.
5. The rental is for the day of the event only. All preparations (decorations etc.) in the building shall be made the day of the event. All cleaning and removal of decorations shall be done immediately after the event and shall not be done the next day.
6. The Recreation Department reserves the right to refuse rental to any person or group who, in the opinion of the Agent or Town Board, is not a responsible renter
7. All garbage must be removed from the Pavilion and placed in the dumpster outside the Pavilion.
8. There is no smoking inside the Pavilion area.

RENTAL FEES:

Putnam Valley Residents: \$150.00

All persons or groups renting the Pavilion shall deposit \$200.00 in addition to any rental fee. The deposit shall be held by the Putnam Valley Recreation Department until the Pavilion has been inspected and found clean and undamaged.

Any repair or cleaning that may be required as a result of the rental shall be deducted from the \$200.00. If the Renting Agent is not satisfied with the cleaning done by the

renter, the cost of cleaning, at the rate of \$50.00 per hour, will be assessed against the deposit.

The liability of the renter shall not be limited to \$200.00

INSTRUCTIONS FOR BUILDING USE:

1. For any event, there shall be no more than 200 persons in the Pavilion at one time.
2. **ABSOLUTELY** no tacks or tape are to be put **ANYWHERE** on or in the Pavilion. All decorations are to be removed after the event
3. Renters are to supply the soap and paper towels.
4. Pavilion must be swept clean by the renter after the event, as well as wet mopped.
5. Garbage is to be bagged and left in the dumpster outside the Pavilion.
6. Renter should check before leaving to see that all cigarettes are extinguished; all appliances are off, and the lights are out. The responsible person renting the building is in charge of seeing that this is done.
7. There is no smoking inside the Pavilion area.

The Agreement shall be signed by an adult responsible for renting the Pavilion, and that adult shall be present for the entire duration of the event for which the Pavilion is rented. The adult shall be responsible for any damage or violations of law which may take place during the rental.

I, THE UNDERSIGNED, AGREE TO ABOVE TERMS.

Date of Rental

Renter's Signature

Renter's Telephone Number

Rental Agent's Signature

Renter's Legal Address

NAME: _____
PHONE NUMBER: _____
DATE OF RENTAL: _____

THIS SHEET IS A CHECK OFF LIST ALL PARTIES RENTING THE TOWN PARK PAVILION. PLEASE MAKE SURE YOU CHECK OFF ALL ITEMS. THIS MUST BE DONE IN ORDER FOR YOUR DEPOSIT CHECK TO BE RETURNED.

STOVE IS TURNED OFF AND LEFT CLEAN

REFRIGERATOR HAS BEEN EMPTIED OF FOOD AND WIPED DOWN

KITCHEN HAS BEEN CLEANED

GARBAGE HAS BEEN BAGGED AND TAKEN OUT TO DUMPSTER

BATHROOMS HAVE BEEN CLEANED

FLOORS HVE BEEN SWEEPED AND MOPPED

TABLES HAVE BEEN CLEANED AND ALL DECORATIONS REMOVED

CHAIRS HAVE BEEN CLEANED

LIGHTS HAVE BEEN SHUT OFF

APPLIANCES HAVE BEEN CLEANED AND PUT AWAY

Pavilion Rules

1. Although your group has been granted the privilege of using the Park, you are reminded that other Town residents will also be using the park facilities. A spirit of mutual cooperation by all park participants would be appreciated.
2. The applicant and leader shall be responsible for the conduct of all participants.
3. Alcoholic beverages are permitted in Town parks only with an approved alcoholic beverage permit. A permit can be obtained from the Putnam Valley Town Clerks Office. Approved alcoholic beverage permits must be clearly posted on the side of the pavilion facing the parking lot.
4. A copy of this permit will be issued to you. It should be available for inspection the day of your activity.
5. Participants shall clean up the area used at least fifteen (15) minutes before the termination of the activity. If tables are moved, they must be returned to original location.
6. Non-resident guests may be invited - BUT - may not remain in the park if the resident host leaves.
7. Parking by all participants shall be limited to established parking areas. No vehicles are permitted in the picnic, playground, field or pavilion area. NO cars can be permanently parked near Pavilion area (loading & unloading only).
8. In the event of cancellation - PLEASE - inform the Recreation Office as soon as possible so that other requests may be considered.
9. In case of emergency call the New York State Police at 911 or the Putnam County Sheriff dial 845-225-4300
10. Abuse of any of the rules may result in forfeiture of future use of the facility.
11. Any leftover trash or damage resulting from event will result in forfeiture of deposit. All trash must be placed in containers provided for this purpose and be taken to the Dumpster, which has been placed within walking distance of the pavilion, at the conclusion of any event. The Pavilion must be broom swept clean after use.
12. Fires must be kept in proper grills (either those provided or portable one brought by the group). NO OPEN FIRES ARE ALLOWED (except by special permit).
13. Lights & paddle fans must be turned off and all doors are to be locked at the conclusion of the event. Keys must be returned the following day to the PVPR office.
14. Restrooms will be opened for pre-paid events only. Special care should be taken to insure these are not damaged or left dirty (or risk losing deposit).
15. Do not allow children to bring pea gravel or rocks onto the Pavilion surface
16. No bikes, scooters or roller blades are permitted in the Pavilion.
17. The Town of Putnam Valley Parks and Recreation Department reserves the right to cancel any permit, with a refund of all fees paid, if questions arise regarding the validity of the intended use or if the facility is needed for a Town sponsored program.

YOUR COOPERATION IN KEEPING THE PARK CLEAN & ATTRACTIVE IS
APPRECIATED!!

MAINTENANCE OF THE PARK FACILITIES IS PERFORMED BY
THE TOWN OF PUTNAM VALLEY PARKS DEPARTMENT