



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 #: _____

Physical Address: _____

Mailing Address: _____

Date, Day and Hours requested: _____

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

Pavilion(s) Requested – *CIRCLE*

LARGE Pavilion / Hangar #1 Closest to Parking Area (capacity ~ 300)

LARGE Pavilion / Hangar #2 Closest to River (capacity ~ 300)

SMALL Pavilion / Picnic Grove Area (capacity ~ 50)

***** ELECTRICAL SERVICE IS NOT AVAILABLE *****

Fee Schedule

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

\$100.00 Large Pavilion (Town-resident)/\$200.00(non-Town resident), plus 100.00 security deposit

\$200.00 Organization/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.**
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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 Board, Town Constables

Security deposit refunded _____

GENERAL RELEASE AND WAIVER OF LIABILITY

The undersigned, being 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 in the Town Hall, 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 on town property. I affirm that I have my own liability, health and/or medical insurance plan which provides coverage in the event of any such personal injury or property damage which may be sustained by me. This release shall be binding upon my personal representatives, executors, heirs and administrators.

Dated: _____

Signed: _____

Sworn to before me this ____

Day of _____, _____

Notary Public