

Rental # _____

PARMA TOWN HALL PARK
Application for Pavilion Use
Parma Town Hall (585-392-9461)

For Office Use BAS _____
 Calendar _____
 Copies _____
 Log _____
 Rec 1 _____
 Ins. Indem _____
 Gen Liab _____

Pavilion: _____

Date of Application _____

Date Requested _____

RESPONSIBILITIES OF THE REQUESTER: (unless otherwise stated on this form)

1. The representative of the group or organization requesting the use of the facility shall sign this request form and file it with the Parma Town Clerk.
2. Any group or organization using Town facilities must agree to enforce all rules and regulations in effect to ensure safety, sanitation, and protection of Town property.
3. If equipment, apparatus, decorations, animals, or other unusual items are brought onto the Town hall property, it must be so stated on this application, and all regulations set forth by the Town must be followed. The Town of Parma is not responsible for any liability for damage to supplies and/or equipment. (Please note under comments and special conditions on attached sheet.)
4. Storage of non-Town property is limited to the duration of the event and must be removed promptly after your function.
5. Any organization which leases or uses parts of any building or grounds, except solely for meetings or picnics, shall have in effect proof of public liability insurance coverage insuring its members in amounts and upon terms and conditions acceptable to the Town of Parma.
6. Parking will only be permitted within the designated parking areas next to each pavilion being reserved.
7. All picnic tables must be put back under pavilion when leaving.

TOWN OF PARMA POLICIES:

1. All facility use will be subject to all rules and regulations set forth in Chapter 20 of the Town of Parma code book.
2. Town facilities will be permitted on a first-come basis. Any governmental use shall take precedence over any other scheduled activity.
3. Park fees will be levied according to the fee schedule, with fees adjusted for non-resident use. All fees will be due at the time of submitting the application. Cancellations must be made thirty (30) days prior to the scheduled event to receive a refund. ***There will be a \$30.00 cancellation processing fee deducted on all refunds.*** (Park fees listed on attached sheet.)
4. No requests will be handled over the phone. Requests must be handled in person at the Parma Town Hall, 1300 Hilton-Parma Road, Hilton 14468, M, T, W and F 8 a.m. to 4 p.m., and Th. 8 a.m. to 5 p.m. To be considered, all requests must have a completed application accompanied by the proper check amount or *exact* amount of cash.
5. Checks should be made payable to ***Town of Parma.***
6. There will be no rain dates issued.
7. No facility shall be used for personal profit.
8. All persons will be responsible for cleaning and restoration of area after event. All damages must be reported. A charge will be assessed for any damages, cleaning, and rearranging that has not been done or reported. Damages must be reported to the Town Clerk's Office by 12 noon of the next business day.
9. Alcoholic beverages are permitted in the immediate area of the rental facility, provided all those who consume alcoholic beverages comply with legal New York State drinking age and that the proper alcohol permit has been completed and filed with the Town. (No additional fee.) Permits available from the Town Clerk's Office.

- 10. Absolutely no glass beverage bottles of any kind will be allowed as part of your function.
- 11. Any special or high risk activities may require proof of insurance and prior approval from the Parma Town Board.
- 12. Person signing this permit must be 21 years of age.
- 13. Renters must sign an Indemnity and Hold Harmless Agreement.
- 13. Park hours shall be from 9 a.m. to 9 p.m. 4/1 through 10/31; and 9 a.m. to 5 p.m. 11/1 through 3/31.
Park pavilion rental hours shall be from 9 a.m. to 9 p.m. 4/1 through 10/31; there is Limited Access to Facilities and pavilions 11/1 through 3/31.
- 14. **Park Attendant—on duty/leave message—362-1567.**

It is hereby agreed that the below-named organization/renter will be fully responsible for the care of the buildings, grounds and equipment and the supervision of all persons coming onto Town premises in connection with this activity; and said organization/renter further agrees to reimburse the Town of Parma in full for any damages to Town facilities or equipment resulting from use as requested herein. I certify that the below-named organization/renter carries insurance in a sufficient amount to cover such damage to Town buildings or equipment as well as any claims for personal injury in the event of a claim of whatsoever kind or nature against the Town of Parma as a result of the presence or activities of the below-named organization, its members, employees, invites, licensees or guests on Town property, and in the event that such a claim is not fully and completely covered by the below-named organization's insurance, the organization by its duly authorized representative or volunteer whose signature appears below, agrees to indemnify the Town of Parma against any liabilities, losses, and damages of any nature whatsoever that the Town of Parma shall or may at any time sustain or be put to reason of such claim. It is further said that the fee indicated herein will be paid immediately to the Town of Parma.

I have read the regulations set forth on this form, and I do hereby certify that I have been duly authorized by the below-named organization which I represent to enter into this agreement and that the activity which the organization is sponsoring fully meets the conditions set forth herein and that we agree to observe all rules and procedures as stated herein.

Name of Representative (Must be 21 yrs.)

Signature of Representative

Address of Above (Street)

Name of Organization

City State Zip

Home Phone

Work Phone

OFFICE USE ONLY:

Permit No: _____ Proof of Insurance _____ Special Permit _____

Date Recorded on Calendar _____ After Inspection: _____

Fee Schedule: _____ Date of Payment: _____

Processed By:

Rental # _____

2016 PARK FEES

Price to secure rental:

*Make checks payable to: **Town of Parma**

HESS, BURRITT, LIONS, LLOYD PAVILIONS:

Town Residents: \$ 75.00

Non-Town Residents: \$150.00

ABSOLUTELY NO GLASS BEVERAGE BOTTLES ALLOWED WITHIN PARK BOUNDARIES

1. Contact person #1 _____ Phone _____

2. Contact person #2 _____ Phone _____

3. Type of affair: _____

4. Date(s) _____ of use. Time From: _____ To: _____

5. Indicate general area(s) of requested use: (refer to map on back)

Hess Pav. _____

Burritt Pav. _____

Lions Pav. _____

Lloyd Pav. _____

NOTE: Unless otherwise approved by the Town Board, the sports facilities at the Town Hall are for public use during Park hours and will not be reserved.

6. Size of group in attendance: _____

NOTE: The group size for renting a pavilion shall not exceed 125 individuals.

7. Any rentals over 65 individuals will bring additional trash bags.

8. NOTE: Please leave all charcoal ash in the grills provided at each pavilion.

9. Will alcohol be made available at this function? Yes _____ No _____

10. Will food be prepared by someone other than the renter? Yes _____ No _____

If yes, Caterer Name _____ and a copy of their Monroe County Health Dept. Permit must be provided 30 days prior to the event.

11. Additional comments, special conditions: _____

APPROVED BY:

Parma Town Clerk and the Town of Parma

Make sure you receive:

1. A copy of this permit.
2. A map designating your pavilion area.
3. A copy of your alcohol permit (if necessary).

IMPORTANT: Have these copies in your possession on your rental day.

THANK YOU AND ENJOY YOUR SPECIAL EVENT

(See Map on Reverse Side)

Town of Parma
1300 Hilton Parma Corners Road
Hilton, NY 14468

INDEMNITY and HOLD HARMLESS AGREEMENT

Name of Event Participant

To the fullest extent permitted by law, the event participant shall indemnify and hold harmless, and defend the Town of Parma, the Owner and their agents and employees from and against all claims, or actions based upon property damage, personal injury resulting from any acts, omissions or any other matter whatsoever of the above mentioned event participant, its members, guests and invitees, and anyone directly or indirectly employed by event participant while participating in a Town of Parma sponsored event in the Town of Parma.

This agreement shall include indemnity to the Town of Parma for all costs, counsel fees, expenses or any other liability whatsoever, which may be incurred by the Town of Parma as a result of the above mentioned parties participation. The Town of Parma is hereby named as an additional insured on a primary and non-contributory basis.

Event Participant

Address _____
of Event Participant

Signature/Title _____ Date _____

APPLICATION FOR ALCOHOL PERMIT

Application Date: _____

Name of Person/Organization Reserving Facility: _____

Name of Representative: _____
(Must be 21 Years of Age and apply in person)

Home Phone: _____ Alternate Phone: _____

Pavilion: _____ Rental Date: _____

*New York State Law = Alcohol cannot be dispensed to minors under the age of 21 yrs.

*Absolutely no glass beverage bottles of any kind will be allowed as part of your function.

*Absolutely no hard liquor (only alcohol allowed is beer and wine).

I have read and understand the Town of Parma policies for facility rentals listed in the Town's Application for Facility Use form; and further recognize how #9 and #10 directly relate to the dispensing of alcoholic beverages. Therefore, I do hereby certify that I have been duly authorized by the above-named organization to enter into agreement with the Town of Parma and will be responsible for upholding the rules for the dispensing and consuming of alcoholic beverages.

Signature of Renter/Representative

NOTE: The consumption of alcoholic beverages within the boundaries of the Parma Town Park is limited to the immediate area of the Park Pavilions.

For Office Use:

Permit Number _____ Clerk _____ Date _____