

Rental # \_\_\_\_\_

PARMA TOWN HALL PARK  
Application for Pavilion Use

Parma Town Hall  
(585) 392-9461

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Office Use**

Ins. Indem \_\_\_\_\_  
Gen Liab \_\_\_\_\_  
BAS \_\_\_\_\_  
Copies \_\_\_\_\_  
MY Rec # \_\_\_\_\_

**HESS, BURRITT, LIONS, LLOYD PAVILIONS:**

Town Residents: \$ 75.00  
Non-Town Residents: \$150.00

**ALLARDICE PAVILION:**

Town Resident: \$ 50.00  
Non-Town Resident: \$ 75.00

**Rental Fees:** Cash, Credit or checks payable to: Town of Parma

**Cancellation Fee:** any reservation cancelled 30 days prior to an event will receive a refund less \$30.00. No refund if cancelled within 30 days of the event. **Date Change Fee:** \$10.00 will be charged for each date change request.

**Renter Name:** \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate Name/Number: \_\_\_\_\_

**Rental Information:** Hess Pavilion Burritt Pavilion Lions Pavilion Lloyd Pavilion Allardice Pavilion  
Please Circle

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ Sun Mon Tue Wed Thu Fri Sat Start Time: \_\_\_\_:\_\_\_\_ am / pm End Time: \_\_\_\_:\_\_\_\_ am / pm

Type of Activity/Event: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ (Group size limited to 125, if over 65 in group, bring extra trash bags)

Will alcohol be served? **Yes** \_\_\_\_ **No** \_\_\_\_ (If yes, fill out alcohol permit on back side)

Will food be prepared by someone other than the renter? **Yes** \_\_\_\_ or **No** \_\_\_\_

If **Yes:** Caterer Name \_\_\_\_\_

**and** a copy of their Monroe County Health Dept. Permit must be provided 30 days prior to the event.

List any Special Circumstances (DJ, equipment-grills, bounce house, tents, chairs, tables, etc.) \_\_\_\_\_

**NOTES:**

- ABSOLUTELY NO GLASS BEVERAGE BOTTLES ALLOWED WITHIN PARK BOUNDARIES
- 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.
- Please leave all charcoal ash in the grills provided at each pavilion.

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 Organization: \_\_\_\_\_  or Self

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Permit No: \_\_\_\_\_ Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sun Mon Tue Wed Thu Fri Sat Proof of Insurance \_\_\_\_\_

Payment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee Schedule \$ \_\_\_\_\_ Payment Type: Cash CC Ck Ck # \_\_\_\_\_

Processed By: \_\_\_\_\_ After Inspection: \_\_\_\_\_

TOWN OF PARMA  
1300 Hilton Parma Corners Road  
Hilton, NY 14468

### INDEMNITY & HOLD HARMLESS AGREEMENT

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

#### Renter:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### ALCOHOL PERMIT

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Rental Date

\_\_\_\_\_  
Pavilion

\_\_\_\_\_  
Individual/Organization Representative's Name

\_\_\_\_\_  
Phone

- \* New York State Law - Alcohol cannot be dispensed to minors under the age of 21 years.
- \* 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.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

(Must be 21 Years of Age)

### 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 the 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 government 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.**

### TOWN POLICIES Cont.

3. **Cont. - 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.** There is a \$10.00 fee for any date change.
4. No requests will be handled over the phone. Requests must be processed in person at the Parma Town Hall, 1300 Hilton-Parma Rd. Hilton, NY 14468 M-F 8am-4pm, Thurs. 8am-5pm. To be considered, all requests must have a completed application accompanied by the proper check amount or 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 must be completed prior to the event.
10. Absolutely no glass beverage bottles of any kind will be allowed at the park.
11. Any special or high risk activities may require proof of insurance and prior approval from the Parma Town Board.
12. Person signing this Application and Alcohol Permit must be 21 years of age.
13. Renters must sign the Indemnity and Hold Harmless Agreement.
14. Park Hours are 9am-9pm 4/1-10/31, and 9am-5pm 11/1-3/31. Park pavilion rental hours shall be from 9am-9pm 4/1-10/31; there is limited access to Facilities and Pavilions between 11/1-3/31.

**Park Attendant - On duty/leave message  
(585) 362-1567**

RENTAL # \_\_\_\_\_

RT. 259—Hilton Parma Corners Road

