

# Park Rental

Town of New Baltimore  
 3809 County Route 51  
 Hannacroix, New York 12087  
 (518) 756-6671 (Town Hall)

✓Check one

District 1 <b>Wyche Park</b>	<i>Located on New Baltimore Road in the Hamlet of New Baltimore, Wyche Park offers a large pavilion, electric and water, and playground.</i>
District 2 <b>Cecil C. Hallock Park</b>	<i>Located on Route 54 just west of the Town Hall, Hallock Park offers a large pavilion, electric and water, baseball field and playground.</i>
District 3 <b>Silver Lake Park</b>	<i>Located on Old Kings Road in Medway, Silver Lake Park offers a large pavilion, electric and water, baseball field and playground.</i>
<b>Cornell Park</b>	<i>Located on Mill Street off County Route 61 in the Hamlet of New Baltimore, Cornell Park is adjacent to the Hudson River and offers a gazebo, electric, and kayak/canoe launch. Fishing requires additional permit.</i>

TODAY'S DATE \_\_\_\_\_

PARK PERMIT # \_\_\_\_\_ -2007

NAME OF APPLICANT \_\_\_\_\_

ORGANIZATION<sup>1</sup> /EVENT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

DAY + DATE REQUESTED (Sun M T W Th F Sat) \_\_\_\_\_

ESTIMATED ATTENDANCE : LESS THAN 50 PERSONS \_\_\_\_\_ OVER 50 PERSONS \_\_\_\_\_

(Note: Town Board reserves the right to review events of more than 50 persons)

PARK RENTAL FEE (check/cash/money order) \$ 25.00 DATE pd \_\_\_\_\_

Rental fee is due at time of reservation. Keys may be picked up within 3 days of the event. This fee will be returned to you provided the facility is cleaned per the park instructions. The facility key(s) and provided for at the time of rental must be returned with the Clean-Up Check List on the next business day after the event. It is suggested that the key and Clean-Up Check List be deposited immediately after your event in the drop slot located on the front door of the Town Hall on Route 51.

\*\*\*\*Beer Permit # \_\_\_\_\_ -2007 additional fee of \$20.00

\*\*\*\*No Alcohol \_\_\_\_\_

Deposit (to be returned to applicant following satisfactory inspection) \$25.00

Agreement: I have received, read and agree to abide by all park ordinances, rules and regulations, as well as all conditions on this application.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Issued by: \_\_\_\_\_  
 Town Clerk/Deputy Town Clerk

<sup>1</sup> New Baltimore Community non-profit organizations that are using the park for an event to benefit the community or a qualified charitable organization will not be charged a facility fee.

## POLICIES

(Please read and sign below.)

1. Reservations for park rental can be made by telephone. However, you must finalize your reservation by completing the rental form and paying the rental fee within one week after making your reservation. Otherwise, rental of the park can be given to another party if requested.
2. Reservations must be made at least one week in advance. Cancellations must be made 3 days prior to the event date (exceptions made for inclement weather).
3. A **rental fee of \$50.00** will be charged upon completion of the Rental Form; \$25.00 of which will be refunded to applicant after the park has been inspected by the Town, considering the **clean-up check list**.
4. A **Clean-Up Check List** is attached which must be completed and returned with the park facility key. Note: The Town of New Baltimore will inspect the park the evening *before* your event, but the parks are not manned on weekends, therefore, you may want to inspect the park a few minutes before your event to make sure it is in satisfactory condition.
5. **Beer permit fees are \$20.00** additional and is non-refundable.
6. You must be 18 years of age to reserve a park facility and responsible adult supervision must be provided at all times to insure that the park facilities and surrounding grounds are utilized in a safe and orderly manner.
7. Law enforcement officials have the authority to ask uncooperative offenders to leave the park. Any violation of park rules or other laws or regulations may result in loss of reservation and future access to park facilities.
8. All motorized vehicles must be left in designated parking areas. No motorized vehicles are allowed on the park's grassy areas, baseball fields and playground areas.
9. NO campfires allowed. Portable grills for cooking are allowed. All charcoal and ashes must be removed from the park area during clean-up (along with litter). Dumping of hot ashes on park grounds may cause a fire and is therefore forbidden.
10. **The park opens at dawn and closed as dusk**, unless otherwise authorized.
11. You must agree to be aware of **the noise level** created by those attending your event. Issuance of this rental permit is subject to the condition that the noise level created by those using the Park shall not exceed 80 decibels. If that noise level is exceeded this permit may be immediately rescinded.
12. You are responsible for keeping the park clean by leaving facilities and grounds free of litter. Patrons can help by wiping the picnic tables and cleaning spills on shelter floors. (This may include excessive litter, messes/spills left on shelter floor or picnic tables, damage to pavilion or picnic tables or other damage directly related to the rental use.)
13. A key to the locked shelter may be checked out on the last business day prior to the event. They key must be returned to the Town Hall on the first business day after the event, or put in the drop box at the Town Hall main entrance. We encourage return of the key immediately after your event by dropping the key (along with your Clean-Up Check List), in the drop box located on the Town Hall entrance door.
14. The Town tries to keep the park and its facilities in good condition. Other users sometimes vandalize facilities or litter the grounds. Please report such conditions so that you are not held accountable. **Report suspicious activity or vandalism** at the Park to the Highway Superintendent (756-2078) or to NYS Police at 731-2333.
15. During the operation of the Town's Summer Youth Program (four week program) access to the building/shelter may not be permitted in certain park facilities as supplies are stored. However, an electrical outlet and access to water will be available.

***I have read and agree to all of the above park policies.***

Applicant Signature **X** \_\_\_\_\_

Date \_\_\_\_\_

Witness: \_\_\_\_\_

Town Clerk/Deputy Town Clerk

PARK USED (circle one)

Wyche

Hallock

Silver Lake

Cornell

DATE USED: \_\_\_\_\_

## **CLEAN-UP CHECK LIST**

**Please take Pride in New Baltimore Parks – LEAVE THE PARK AND SHELTERS IN AS GOOD OF CONDITION AS WHEN YOU ARRIVED, IF NOT BETTER**

- LITTER – Bring garbage bags with you for clean up. You must remove all litter from the park. There are no dumpsters available at the parks for disposal of litter. If using a portable grill with charcoal, you must remove all charcoal and ashes from the park grounds. No dumping of hot charcoal and ashes on park grounds is allowed.
- DECORATIONS – Remove all party decorations.
- PICNIC TABLES - Wipe off spills from picnic tables
- WATER / ELECTRIC - Make sure all water faucets are turned OFF and all electrical devices you brought with you are unplugged and removed.
- SECURE BUILDINGS/GATES – Be sure to secure the building/shelter and park gate by either locking the door or replacing padlock/chain to secure.
- RETURN KEY TO TOWN HALL.

**Notes/comments/observations:**

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**THANK YOU.**