

APPLICATION FOR USE: ROSENDALE'S WILLOW KILN PARK

STEP 1: COMPLETE THE FOLLOWING - PLEASE PRINT

2021

Applicant's Name & Address _____
_____ (Proof of residency required)

Applicant's Daytime Phone # _____ Applicant's Evening Phone # _____

Type of Activity (dance, meeting, party, etc.) _____

NOTE: NO FEES OR DONATIONS MAY BE COLLECTED FOR THIS EVENT. NO SALES OF ANY GOODS ALLOWED.

Day / Dates Requested: _____

Time Desired - Please Include Preparation Set-Up and Clean-Up Time Needed: _____

Anticipated Attendance: # of Adults _____ # of Minors _____ (Adult chaperones are required)

A refundable fee for Clean-up/ Damage is as follows.

Private Event: 1-49 attendees: \$50.00

50-99 attendees: \$100.00

100 + attendees: \$150.00

Public Events: \$250.00

After your event a site inspection will be done and your deposit fee refunded as long as the park is clean and no damages are found.

Rules and Regulations

- 1) THE APPLICANT is responsible for adherence to the rules and regulations AND MUST BE PRESENT AT FUNCTION. Applicant is Responsible for compensation of property damage.
- 2) THE APPLICANT is responsible for rental of appropriate number of portable potties for use during the event.
- 3) THE APPLICANT is responsible for ensuring attendees are off the premises by 9 p.m. Kindly leave yourself adequate time to be finished cleaning by 9 p.m.
- 4) Since the Willow Kiln area is bordered by a residential neighborhood, THE APPLICANT is responsible to keep the noise level to a respectful minimum.
- 5) THE APPLICANT is responsible for clean-up of the premises. All garbage and recyclables must be removed from park property. (Bring in. - Take -out)
- 6) THE APPLICANT understands that the Willow Kiln property is open to the public and that exclusive use for the event attendees is not granted under this agreement. No person on the premises who is not attending the event can be asked to leave.

STEP 2: SIGN APPLICATION

APPLICANT MUST BE 21 YEARS OR OLDER AND IS RESPONSIBLE FOR ENFORCING THE RULES AND REGULATIONS

I hereby certify that I have read and understand the Rules and Regulations agree to abide by the same. I agree to assume responsibility for any damages to the premises occurring during the rental. Any and all damages sustained to the rental premises above the Clean-Up / Damage deposit shall be compensated within five days (5) days of notice of payment due. I also understand that I may forfeit future opportunities to use Willow Kiln Park if I do not meet this responsibility. I further understand that the Recreation Commissioner on duty during my scheduled activity may check the premises during and immediately after my event for cleanliness and/or damage. By signing the application form, I and my group agree to follow all park rules and regulations. Furthermore, I and my group agree to indemnify and hold harmless and defend the Town of Rosendale, its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my group as a result of the use of the premises and its adjoining property. I understand that, In the event of an emergency, the Town of Rosendale or its Representatives may cancel any activities previously scheduled.

SIGNED: _____ PRINT NAME: _____ DATED: _____

STEP 3: Send signed application with Clean-Up / Damage deposit to the Recreation Commission before the regularly scheduled monthly meeting date, which is the 3rd Wednesday of each month. NO CASH PLEASE. Make checks or money orders payable to: *Town of Rosendale*. Mail application with deposit to: *Rosendale Recreation Commission, 1915 Lucas Avenue Cottekill, NY 12419* Clean-up / Damage deposit will be reimbursed after a satisfactory inspection of the premises.

Contact Rosendale Recreation Facilities Clerk Dorene Whitaker at: 845-658-8198 with questions.

FOR OFFICE USE ONLY

_ Room rental Fee: _____ **Cleaning deposit:** _____ **Total rental fee:** _____

Deposit Received: _____ **Check#, MO# or Cash** _____ **Date:** _____

Receipt # for Cash: _____

Balance Due: _____ **Check#, MO# or cash:** _____ **Date:** _____

Receipt # for Cash: _____

Refund Amount: _____ **Minus damages:** _____ **Check #** _____ **Date:** _____

Approved by the Rosendale Recreation Commission _____ **Date** _____