

## Downing Park Pavilion Permit Application

This application form is for the use of the Downing Park pavilion. Use of this facility is limited to the residents of the Town of Yorktown. Please review all of the listed conditions for issuance of a permit before filing the application. The applicant is responsible for knowledge of and enforcement of the policies listed. The applicant will be responsible to pay any costs incurred in repairing damage caused by the event participants and for cleaning up after the event. The person to whom the permit is issued must be on site at the pavilion throughout the entire period covered by the permit.

Return this application to the Parks and Recreation Department, 1974 Commerce Street Rooms 122 & 123, Yorktown Heights, NY 10598 with the necessary deposit and permit fee. The applicant has 30 days from receipt of application to return all paperwork (including the insurance certificate) and payment (payable to Yorktown Parks & Recreation) in order to hold the reservation. The deposit will be returned by mail upon following satisfactory inspection of the facility after the designated use.

## **Downing Park Pavilion Permit Conditions**

- 1) The pavilion in Downing Park may be reserved for use from April through October.
- 2) **Only** Town of Yorktown residents are permitted to rent the Downing Park pavilion.
- 3) The permit holder must provide an original certificate of liability insurance with a minimum of \$1,000,000 in liability with the Town of Yorktown located at 363 Underhill Avenue, Yorktown Heights, NY 10598 as additionally insured.
- 4) Due to the popularity of the use of the space, rental of the pavilion is allowed only once (1) per season per household.
- 5) Permits are issued only to persons 21 years of age or older. Permit holders are required to be on-site throughout the times specified in the permit.
- 6) Permits are issued on a first-come, first-served basis.
- 7) Permits are valid only for the date and times specified in the permit. Session times include setup and cleanup. Please be aware AM session permit holders are expected to have event cleanup completed by 1pm. PM session permit holders will not have access to the pavilion until 1pm.
- 8) Due to high demand, no rain dates will be granted in advance.
- 9) Permit only grants exclusive use of the pavilion. All other areas of Downing Park remain open to the public.
- 10) There are 12 picnic tables under the pavilion and 6 picnic tables outside the pavilion for use.
- 11) Participants must be familiar with, and adhere to, all state and local laws, rules and regulations.
- 12) Alcohol consumption without a permit is prohibited. An alcohol permit may be obtained from the Town Clerk's office.
- 13) The use of nails, staples, tacks, pushpins, etc. on the pavilion posts is prohibited.
- 14) The permit holder is responsible for any and all damages to the structure and/or grounds during use.
- 15) A refundable security deposit is due at the time of application for the permit. The deposit must be submitted on a separate check made payable to Yorktown Parks & Recreation. Following permittee's use of the pavilion, the premises will be inspected. If the permittee has complied by leaving the premises clean and in good order, with all refuse removed, then the deposit will be returned. The permit holder will be personally liable for any costs which exceed the amount of the security deposit.
- 16) Permit holders are responsible for the cleanup of all garbage, litter and trash from the event. Carry in carry out is recommended, the use of the dumpster (located in the upper lot next to the garage) is available if needed.
- 17) No animals (e.g., pony rides, petting zoos, etc.) or amusement rides (including but not limited to, inflatable play areas) will be permitted.
- 18) Dates for the use of the pavilion are at a premium, therefore refunds will not be considered for cancellations less than 30 days prior to the event.
- 19) The Town of Yorktown Parks and Recreation Department reserves the right to cancel any permit, with a refund of all fees paid, if questions arise regarding the validity of the intended use or if the facility is needed for a Town sponsored program.
- 20) Checks are to be made payable to: Yorktown Parks & Recreation

### **Requirements:**

- 1) **Fees:**

Monday-Thursday	\$100.00 per day
Friday, Saturday, Sunday, Holiday	\$100.00 per session
	AM session: 8:00 am to 1:00 pm
	PM session: 1:00 pm to 6:00 pm
  
- 2) **Refundable Deposit:** \$150  
For security, maintenance, or damage (use separate check)
  
- 3) **Certificate of Liability Insurance** listing Town of Yorktown as additionally insured

## Application for Use of Downing Park Pavilion

Name of Resident Applying for Permit: \_\_\_\_\_

Group or Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Number of Persons Expected: \_\_\_\_\_

Activity Date: \_\_\_\_\_ Time (please check one):  AM session (8am-1pm)  
 PM session (1pm-6pm)

State the nature of your use: \_\_\_\_\_  
\_\_\_\_\_

The undersigned applicant certifies that he/she is a bona fide resident of the Town of Yorktown, over the age of 21, and has read the permit conditions established by the Yorktown Parks and Recreation Commission and agrees to comply with those conditions in every respect.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

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### Checks are to be made payable to: Yorktown Parks & Recreation

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#### For Office Use:

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|---|---|
| ( ) Permit fee paid – amount \$ _____       | ( ) Application Approved                    |
| ( ) Deposit fee paid – amount \$ _____      | ( ) Application Denied                      |
| ( ) Required insurance certificate received | ( ) Application approved with the following |
| ( ) Date recorded in reservation book       | conditions: _____                           |
| ( ) Permit sent to applicant                |   |
| ( ) Age verification                        |   |

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Superintendent of Parks and Recreation

- ( ) Deposit check returned on: \_\_\_\_\_  
( ) Deposit check forfeited due to: \_\_\_\_\_