

Town of Seneca Pavilion Use Application

Applicant Name: _____ Application Date: _____

Address: _____

Contact: Phone _____ Email _____

Date of use: _____ **Number of People** _____ **Time of use:** In: _____ Out: _____

Facility Requested: Whole Pavilion _____ (COVID REGULATIONS Max. occupancy is 48 persons)

Applicant Signature: _____

*****Driving on lawn, walking trails, and concrete sidewalks and patios is prohibited*****

Alcohol Permit

This permit shall be kept on premises with the applicant at all times while in effect and shall be produced if requested by the Town of Seneca Code Enforcement Officer or Authorized Agent.

Possession and consumption of alcohol within the Town of Seneca park pavilion is a privilege which requires cooperation from the applicant and their guests.

Adherence to all New York State and Federal laws regarding possession and consumption of alcoholic beverages are the responsibility of the applicant and their guests. The Town of Seneca is not liable for failure of the applicant or their guests to adhere to any laws pertaining to the possession and consumption of alcoholic beverages on Town property.

Failure to adhere to any park rules or rules outlined in this permit will result in the revocation of this Alcohol Permit. Revocation of this permit will require the immediate removal of all alcohol from the Town of Seneca premise or confiscation by the Code Enforcement Officer or Authorized Agent. Failure to adhere to a request or order of removal will result in park privileges being immediately revoked with the applicant and guests being required to leave the park.

Alcohol possession and consumption is limited to within the park pavilion.

I have read the above statements and reviewed the Town of Seneca Park and Pavilion rules and policies. I understand that the possession and consumption of alcoholic beverages within the park pavilion is a privilege which can be revoked if me or my guests fail to adhere to all Town of Seneca Park and Pavilion Rules and Policies.

Applicant Signature: _____

*****Pavilion and Park Facilities MUST be cleaned immediately following event*****

For Office Use Only

Security Deposit \$ 150.00 + Rental Fee \$ _____ = Total Due: \$ _____

Form of Payment: _____ Alcohol Permit: Y ___ N ___ If Y, proof of age _____

Deposit returned to: Applicant ___ Other _____

Approved By: _____ Date: _____

Town of Seneca Pavilion COVID Regulations

Maximum occupancy for pavilion is 48 persons.

This is 50% of normal occupancy as directed by the Governor's executive order.

All tables, chairs, surfaces, and touch points shall be cleaned and sanitized by the representative filling out the facility request.

The Town shall provide cleaning supplies and spray sanitizer for cleaning.

The Applicant is responsible for providing hand sanitizer for their event.

The Applicant is responsible to ensure all attendees read and fill out the waiver form.

The Applicant is responsible to ensure waiver forms are returned to the town with the building keys. Failure to return the waiver form will result in loss of deposit and forfeiture of privileges to reserve the pavilion in the future.

The Applicant is responsible to ensure that all social distance and mask protocols are adhered to.

All complaints regarding social distance or mask protocol will be immediately investigated by the Town Code Enforcement Officer or the Ontario County Sheriff's Department. Repeated complaints will result in the immediate closure of private function and premises ordered vacated. This will also result in potential court appearance tickets, forfeiture of deposit, and forfeiture of future privileges to reserve the pavilion.

Applicant Signature _____ Date _____

Town of Seneca Park and Pavilion

Rules and Policy

All applications require a \$150 security deposit to reserve the pavilion or park. After premises are inspected by an authorized Town of Seneca representative, the deposit will be refunded to the name and address listed on the application, unless otherwise noted. Costs for any failure to adhere to rules, damage to facilities, and/or for cleanup and disposal of trash, rubbish, or debris will be subtracted from the deposit prior to being returned.

Damage to the pavilion or park facilities or failure to clean the pavilion on the same day of the reserved event may result in the denial of future facility use. In the event that the cost for repair of damages or cleanup exceeds the deposit fee the Town of Seneca reserves the right to seek any and all legal remedies to collect the costs from the applicant.

Fee Schedule

Security Deposit: \$150 for all applicants

Pavilion Rental Fee: Residents: No fee

Non-residents: \$100 per

side

Pavilion reservations for non-residents will not be accepted more than 45 days in advance.

Pavilion reservations for January or February dates may be secured beginning November 1 of the previous year. Reservations for March through December will be accepted beginning the first business day in January of the current year.

All reservations are on a first come basis. Photo identification is required when reserving the pavilion.

Town residents can reserve the pavilion for one date per household at a time. The household must wait 30 days before reserving an additional date. One date per household can be reserved every 30 days.

The applicant is responsible for cleaning facilities immediately following their event, including bathrooms and picnic areas. The Town Park is a carry in – carry out park. All litter and trash must be removed from the park, including restrooms. A fee will be deducted from the deposit if not left neat and clean based on the Town's inspection, this includes any damage caused by guests, caterers, entertainers, etc.

Applicants are responsible for securing facilities after their use. This includes checking and locking all doors.

Keys must be returned to the Town-designated drop box the same day, immediately following hours of use.

The applicant who signs the facility use form is responsible for upholding park rules and regulations for the group and is also responsible for the return of all keys issued for park use.

COVID REGULATIONS: The maximum occupancy of the whole pavilion is 48 persons. Reservations will NOT be accepted for groups larger than 48 persons.

The park and pavilion cannot be reserved for commercial uses such as, but not limited to, sales, solicitation, or displays. Company meetings and picnics are allowed within the pavilion.

Fireplaces are set to 68 degrees and automatically controlled. Please do not touch controls on fireplaces.

Emergency contact information is on message boards inside pavilion.

Smoke/steam machines are prohibited in the pavilion. **Tape is prohibited on ceiling tiles. All tape and adhesives must be removed at the time of cleanup.** Tents, animals, inflatable's, music, bands, DJ's or any type of amusement items are subject to prior approval. If approved an insurance certificate naming the Town of Seneca additional insured may be required and must be submitted and approved 30 days prior to the event. If you are not sure of something or don't know please ask.

