

Facility Use Application

Name: _____ Application Date: _____

Address: _____

Contact numbers: Day _____ Evening _____

Date of use: _____ Time of use: Time in: _____ Time out: _____

Facility Requested: (Pavilion occupancy is 49 persons per side.)

Pavilion _____ Number of People _____ (Town representative will assign pavilion sides based on occupancy level)

Applicant Signature _____

*****Driving on lawn, walking trails, and concrete sidewalks and patios is prohibited*****
*****Pavilion and park facilities must be cleaned immediately following event*****

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 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 from my or my guests' failure to adhere to all Town of Seneca Park and Pavilion rules and policies.

Applicant Name _____ Signature _____ Date _____

For Office Use Only:

Approved: Yes _____ No _____ Deposit: \$150 Check _____ Cash _____

Deposit returned to: Applicant _____ Other: _____

Fee: (Circle one) \$100 Pavilion-1 side \$200 Full Pavilion Check _____ Cash _____

Alcohol Permit Approved: _____ Proof of age: _____

Authorized Signature _____ Date _____

Pavilion Policy

All applications require a \$150 deposit to reserve the pavilion. Deposits will be refunded after premises are inspected by an authorized Town of Seneca representative. Costs for any failure to adhere to rules, damage, 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:

Deposit: \$150 for all applicants

Usage fee:

Residents: No usage fee for pavilion

Non-residents: \$100 per side.

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 after use including bathrooms and picnic areas used immediately following their event. 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 any town property is damaged and/or not left neat and clean based on the Town's inspection. This includes any damage caused by caterers, musicians, entertainers, etc. hired by the applicant.

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 person signing 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.

The maximum occupancy of the pavilion is 98 persons. No reservations will be accepted for groups larger than 98. Emergency contact information is on message boards inside pavilion.

The pavilion can not 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 68degrees and automatically controlled. Please do not touch controls on fireplaces.

The outside restroom may be used by sport field participants but they are not allowed in the pavilion while in use.

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.