

TOWN OF SENECA

PAVILION USE APPLICATION

APPLICANT NAME: _____ APPLICATION DATE: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

DATE OF USE: _____ NUMBER OF PEOPLE: _____ TIME OF USE: _____ TO _____
(MAX OCCUPANCY IS 98)

APPLICANT SIGNATURE: _____

*****DRIVING ON THE 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 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 and understand the above statements pertaining to alcohol use on Town property. I understand that 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.

APPLICANT SIGNATURE: _____

PROOF OF AGE: _____ VERIFIED BY: _____

*****PAVILION & PARK FACILITIES MUST BE CLEANED IMMEDIATELY FOLLOWING THE EVENT.*****

FOR OFFICE USE ONLY

SECURITY DEPOSIT: \$150.00 + RENTAL FEE: \$ _____ = TOTAL DUE: \$ _____

FORM OF PAYMENT: CHECK #: _____ CREDIT CARD ENDING: _____ CASH

RETURN DEPOSIT TO: APPLICANT _____ OTHER _____

APPROVED BY: _____ DATE: _____

KEY PICKED UP BY: _____

TOWN OF SENECA

PARK AND PAVILION RULES & POLICIES

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

| TOWN OF SENECA RESIDENTS | |
|--------------------------|-----------------|
| SECURITY DEPOSIT | \$150.00 |
| RENTEL FEE | \$0.00 |
| TOTAL | \$150.00 |

| NON-RESIDENTS | |
|------------------|-----------------|
| SECURITY DEPOSIT | \$150.00 |
| RENTEL FEE | \$200.00 |
| TOTAL | \$350.00 |

**The \$150.00 security deposit will be refunded upon inspection of the premises by a Town of Seneca Representative*

- ◇ **Non-Resident pavilion reservations will not be accepted more than 45 days in advance.** Pavilion reservations for January & 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/first serve basis. Photo identification is required when reserving the pavilion. Town residents can reserve the Pavilion for one date per household at a time and must wait 30 days to reserve the pavilion again.
- ◇ The applicant is responsible for cleaning the facilities IMMEDIATELY following their event, including bathrooms and picnic areas. The Town Park is a carry in/carry out park. All litter, trash, and recyclables 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 damages caused by guests, caterers, entertainers, etc.
- ◇ Applicants are responsible for securing the 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 signed the facility use form is responsible for upholding the park rules and regulations for the group and is also responsible for the return of all keys.
- ◇ 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 Fahrenheit and are automatically controlled. Please do not touch the controls on the fireplaces. ***CAUTION: FIREPLACE FRONTS WILL BE HOT. PLEASE KEEP ANY CHILDREN AWAY & REFRAIN FROM TOUCHING THEM***
- ◇ Emergency contact information is on message boards inside the pavilion.
- ◇ Smoke/steam machines and tape on ceiling tiles are PROHIBITED. **ALL TAPE AND ADHESIVES ANYWHERE ELSE MUST BE REMOVED AT THE TIME OF CLEANUP.** Tents, animals, inflatables, music, bands, DJ's or any other type of amusement items are subject to prior approval. If approved, an insurance certificate naming the Town of Seneca additionally 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.

The persons and/or organizations renting the facilities within the Town of Seneca, by signing this and accepting the terms and agreements on this application, agree to defend, indemnify, and hold harmless the Town of Seneca, its officers and employees, for any damages to Town property by participants or public involved in the use of the rented facility and agrees to assume all liability for the injury or death of any participant and public involved. Any damage to the facility or equipment shall be reported immediately. By signing this form, I acknowledge that I have read, understand, and agree to any and all conditions set forth by the Town of Seneca and the Parks and Recreation Department.

APPLICANT SIGNATURE: _____

PAVILION KEYS

The applicant is responsible for picking up the key the week of the event. Keys will not be given to anyone other than the applicant **unless previously authorized to do so**. In the event that the applicant cannot pick up the key, the person picking up the key will be provided Park and Pavilion policies and assumes the same responsibility the applicant.

DESIGNATED KEY PERSON (IF DIFFERENT THAN APPLICANT) _____

DESIGNATED KEY PERSON SIGNATURE: _____ **KEY TAKEN:** _____ **KEY RETURNED:** Y N

TOWN OF SENECA

PAVILION COVID-19 REGULATIONS

MAXIMUM OCCUPANCY FOR THE PAVILION IS 98 PERSONS.

- ◇ All tables, chairs, surfaces, and touch points shall be cleaned and sanitized by the representative filling out the facility request.
- ◇ The Town of Seneca 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 forfeiting 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 the private function and that the premises ordered to be vacated. This will also result in potential court appearance tickets, forfeiture of deposit, and forfeiture of future privileges to reserve the pavilion.

I have read, reviewed and understand the above-mentioned rules and regulations set forth by the Town of Seneca pertaining to COVID-19.

APPLICANT SIGNATURE: _____ **DATE:** _____