

**TOWN OF BAINBRIDGE
15 NORTH MAIN STREET
BAINBRIDGE, NY 13733
(607) 967 – 3781**

APPLICATION FOR USE OF COMMUNITY FACILITIES

- | | |
|--|--|
| <input type="checkbox"/> CLINTON PARK LARGE PAVILION | <input type="checkbox"/> PAYNE PARK PAVILION |
| <input type="checkbox"/> CLINTON PARK SMALL PAVILION | <input type="checkbox"/> BAND SHELL |

Today's Date: _____ Date(s) Requested _____

For office use only:

Deposit paid by: _____ **Date:** ___/___/___ **CK#/CC** _____

Rental Fee paid by: _____ **Date:** ___/___/___ **CK#/CC** _____

Certificate of Liability Rec'd: YES or NO **Date:** ___/___/___

Hold Harmless Agreement Signed: YES or NO

Safety Plan Approved by Chenango County: YES or NO

Date Confirmed: ___/___/___

INFORMATION ABOUT YOUR GROUP

Name of Organization or Individual: _____

Person in Charge _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

INFORMATION ABOUT INTENDED USE OF MUNICIPAL FACILITIES

Purpose of Use: _____

Time of Use: _____ to _____

Total Participants Expected: _____ Adults: _____ Children _____

Is an admission fee charged? **Yes** **No**

If so, what will proceeds be used for? _____

Will you be using the band shell or setting up a party tent? **Yes** **No**

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FACILITY USE REQUIREMENTS

The use of all Town facilities shall be subject to the approval and rules of the Bainbridge Town Board.

1. Organizations or Individuals wishing to use municipal facilities shall first apply to the Bainbridge Town Clerk on the prescribed form.
2. If any individual or organization desires to have, distribute or consume alcoholic beverages while using town facilities, said individual or organization must apply to the Bainbridge Town Clerk's office for a permit therefore at least a week prior to the date scheduled for using such beverages. No fee shall be charged for the granting of this permit.
3. All posted rules must be adhered to.
4. Disorderly acts or illegal activities of any kind are absolutely prohibited and those violating this prohibition will be ejected from the premises.
5. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions.
6. Anyone using the facilities must clean up afterwards. Garbage is to be put in the dumpster located on site. (See attached rules for use of large pavilion)
7. Make sure all doors are locked and lights are turned out when leaving.
8. Permits may be revoked at any time.
9. Any organization with youth less than 18 years old requires the presence of adequate adult supervision at all times.
10. There is no public telephone available.
11. When required, users must provide the following insurance prior to using facilities.

Commercial Users:

All commercial users will provide the Town of Bainbridge a Certificate of Insurance naming the Town as additional insured with a minimum of \$1,000,000 per occurrence for the events inclusive dates.

Individual Users:

Homeowners Insurance-All non-commercial users will provide the Town of Bainbridge a Certificate of Insurance naming the Town as the additional insured with a minimum of \$100,000 per occurrence for the events inclusive dates.

Section Two – Liability: \$100,000 limit of liability. Policy shall not exclude the off premised activities of the insured.

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FACILITIES USE AGREEMENT

The undersigned is over 21 years of age and has read the regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she on behalf of the named organization or individuals does hereby covenant and agree to defend, indemnify and hold harmless the Town of Bainbridge from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent possible by law, arising out of or in connection with the actual or proposed use of the Town of Bainbridge's property and facilities by the organization/individuals.

SIGNATURE OF ORGANIZATIONS REPRESENTATIVE

DATE: ___/___/___

ORGANIZATIONS REPRESENTATIVE PRINTED NAME

Address: _____

Telephone: _____

Please read, complete and return **Pages 1 & 3** with the appropriate fee to:

**Bainbridge Town Clerk
15 North Main Street
Bainbridge, NY 13733**

To keep the date(s) open, you must return forms and fees to us within 30 days from receiving them.

Any required deposits will be returned to you if the town feels that you have left the park facility the way it was when you arrived and the park key(s) issued to the organization or individual prior to the event have been returned to the Town Clerk's Office. It will not be returned to you if you cancel less than 30 days prior to your event.

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FACILITIES USE FEES – 2021

***** Camping, the walking trail and use of the playground and baseball fields are ALWAYS available to the public at all times when the park is open*****

PAVILION – PAYNE PARK \$50.00

Allows for exclusive use of facility for the day

GENERAL CLINTON PARK

LARGE PAVILION \$400.00-rental fee

Allows for exclusive use of the pavilion and the lower section of the grounds located from the pavilion across to the entrance to the park, for the day of the event; **A separate refundable \$100 deposit is required to reserve the pavilion within two weeks of rental date.**

SMALL PAVILIONS \$50.00

Small pavilions are not available for use when the large pavilion is in use. There is a small pavilion available to rent at our alternate Payne Park location. Please call the Town Clerk's office to availability and details – (607) 967-3781.

**CAMPING \$30/per night per tent or trailer
\$15/per night with Passport America**

Not – For – Profit Community Organizations may have exclusive use of the large pavilion for **\$50.00**. **A separate refundable \$100 deposit is required to reserve the pavilion.**

Fund Raising activities at the park are done per contract on an individual basis. All camping fees associated with a contract event are to be collected by organization's representative and paid to the town within 10 days following the event or deposit WILL NOT be returned.

RULES FOR USE OF LARGE PAVILION AT GENERAL CLINTON PARK

DO NOT USE STAPLES TO FASTEN PAPER OR ANY OTHER ITEMS TO TABLES. THUMB TACKS CAN BE USED BUT PLEASE REMOVE THEM WHEN CLEANING UP.

WIPE TABLES AND BENCHES OFF

PUT TABLES BACK IN ORDER AS FOUND

SWEEP ENTIRE FLOOR

WIPE COUNTERS CLEAN

CLEAN REFRIGERATORS & FREEZERS AFTER USE

CLEAN STOVE AND MICROWAVE AFTER USE

CLEAN SINK

NO SMOKING INSIDE PAVILION OR ON GROUNDS

CLOSE ALL WINDOWS AND LATCH

SHUT OFF ALL LIGHTS

CLOSE ALL DOORS AND SECURE

REMOVE ALL GARBAGE FROM BUILDINGS AND PUT IN ON SITE DUMPSTER

ALL CLEAN-UP SHALL BE DONE IMMEDIATELY AFTER THE EVENT UNLESS OTHER ARRANGEMENTS ARE MADE WITH THE TOWN.

ANY AND ALL PARK KEYS MUST BE RETURNED TO THE TOWN CLERK'S OFFICE PRIOR TO ANY REQUIRED DEPOSITS BEING REFUNDED.

PLEASE NOTIFY THE TOWN CLERK AT (607)967-3781 OR THE HIGHWAY SUPERINTENDENT AT (607)237-5967 IF THERE IS ANYTHING BROKEN OR NOT WORKING PROPERLY SO THAT IT CAN BE TAKEN CARE OF BEFORE THE NEXT EVENT.