**TOWN OF BAINBRIDGE**

**15 NORTH MAIN STREET**

**BAINBRIDGE, NY 13733**

**607-967-3781**

**APPLICATION FOR USE OF COMMUNITY FACILITIES**

 **CLINTON PARK LARGE PAVILION PAYNE PARK PAVILION**

 **CLINTON PARK SMALL PAVILION 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: CK#/ CC**

**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.

1. All posted rules must be adhered to.
2. Disorderly acts or illegal activities of any kind are absolutely prohibited and those violating this prohibition will be ejected from the premises.
3. Any damage to municipal facilities shall be promptly repaired at the user’s expense. No exceptions.
4. Anyone using the facilities must clean up afterwards. Garbage is to put in the dumpster located on site. (See attached rules for use of large pavilion)
5. Make sure all doors are locked and lights are turned out when leaving.
6. Permits may be revoked at any time.
7. Any organization with youth less than 18 years of age requires the presence of adequate adult supervision at all times.
8. There is no public telephone available.
9. 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 had 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 here 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 attorney's 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 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- 2022**

\*\***Camping, the walking trail and use of the playground and baseball fields are available to the public at all times\*\***

**PAVILION AT PAYNE PARK $50.00**

Allows for exclusive use of the facility for the day

**GENERAL CLINTON PARK**

**LARGE PAVILION $400.00**

Allows for exclusive use of the pavilion and 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 park.**

**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 for availability and details @ 607-967-3781.

**CAMPING $40/**per night per tent or trailer

 **$20/**per night with Passport America

 **$450/**per month

 **$1400/**per season

**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 park.**

Fund Raising at the park is done per contract on an individual basis.

All camping fees associated with a contract event are to be collected by the organization’s representative and paid to the town within 10 days of 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. THUMBTACKS 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 REFRIDGERATORS & FREEZERS AFTER USE

CLEAN STOVE AND MICROWAVE AFTER USE

CLEAN SINK

NO SMOKING INSIDE PAVILION OR ON GROUNDS

CLOSE ALL WINDOWW AND LATCH

SHUT OFF ALL LIGHTS

CLOSE ALL DOORS AND SECURE

REMOVE ALL GARBAGE FROM BUILDINGS AND PUT IN ONSITE 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 PARK 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.**