

## **Instructions for completing the Parks & Recreation Facilities Request Form**

Pavilion rentals are available from May 1 – October 31 of each year,  
**On a first-come, first served basis.**

**All facilities at Tawasentha Park must be reserved by a resident of the Town of Guilderland.**  
*Rental payment covers trash pickup by the Parks & Recreation Maintenance Department.*

Please contact the Parks & Recreation Department at (518) 456-3150 to determine availability or you may check on the Town website at:

**[http://www.townofguilderland.org/Pages/GuilderlandNY\\_TawasenthaPark/?FormID=158](http://www.townofguilderland.org/Pages/GuilderlandNY_TawasenthaPark/?FormID=158)**

### **LARGE PAVILION (Accommodates up to 200):**

The fee for Guilderland residents is \$175 (Monday-Sunday). The fee for businesses, groups of 100+ or private groups (must be reserved by a Guilderland resident) is \$235 (Monday-Sunday & Holidays).

### **CHALET (Accommodates up to 75):**

The fee for Guilderland residents is \$150 (Monday-Sunday). The fee for businesses or private groups (must be reserved by a Guilderland resident) is \$200 (Monday-Sunday & Holidays).

You will need to obtain a code to access the interior of the Chalet.

### **SMALL PAVILION (Accommodates up to 40):**

The fee for Guilderland residents is \$125 (Monday-Sunday). The fee for businesses or private groups (must be reserved by a Guilderland resident) is \$150 (Monday-Sunday & Holidays).

### **PICNIC AREAS 1, 2 AND 3 (Accommodates up to 25):**

The fee for Guilderland residents for the picnic areas (no pavilion) is \$50 for groups 25 or less.

### **WESTERN TURNPIKE GOLF COURSE PAVILION (Accommodates 200 - 750):**

The fee for parties of 200 – 500 persons is \$750 (Monday-Sunday). The fee for parties of 501 – 750 persons is \$1,000 (Monday-Sunday).

### **BALLET BARN – 5885 State Farm Road (Accommodates up to 50):**

The fee is \$35 per hour for a minimum of a 2 hour rental. Please contact the Parks & Recreation Office for more information about the facility if interested.

**To guarantee booking a pavilion**, residents must complete and submit the Request for Use of Facilities form and **remit with full payment** (credit card, check, cash and money order) to the Parks and Recreation Department.

Guilderland Parks & Recreation  
181 Route 146  
Altamont, NY 12009  
Ph. (518) 456-3150 Fax (518) 456-3156  
[boyta@togny.org](mailto:boyta@togny.org)

An approved permit must accompany the person/resident responsible for the event.

**THE TOWN DOES NOT ISSUE REFUNDS FOR FACILITY RENTAL CANCELLATIONS.**

**TOWN OF GUILDERLAND  
PARKS AND RECREATION DEPARTMENT**  
[www.townofguilderland.org](http://www.townofguilderland.org)

*Peter G. Barber*  
Town Supervisor

*Colin Gallup*  
Director of Parks and Recreation

**REQUEST FOR USE OF FACILITIES**

RESIDENT IN CHARGE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
FACILITY REQUESTED: LARGE PAVILION - SMALL PAVILION - CHALET - PICNIC AREA #\_\_\_\_  
POOL CABANA – WTGC PAVILION - BALLET BARN – SPECIAL EVENT (details) \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ TO: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EVENT OR PURPOSE: \_\_\_\_\_ NUMBER OF PERSONS EXPECTED: \_\_\_\_\_  
RENTAL FEE: \$ \_\_\_\_\_ MAKE CHECKS PAYABLE TO THE "TOWN OF GUILDERLAND." OR  
Credit Card:MC/VISA# \_\_\_\_\_ Exp Date \_\_\_\_\_ CRV# \_\_\_\_\_  
(CRV is the last 3 digit numbers on signature panel on back of credit card)

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The resident listed below is legally responsible for any and all action of the pavilion users while they are at the Town of Guilderland Tawasentha Park facility. The undersigned resident will be held financially responsible for any and all damages to park property caused by a member of his/her group. The resident is responsible for his/her group's adherence to all permit guidelines, including those pertaining to alcohol use and the Rules and Regulations for Use of Town Parks.

The person responsible hereby acknowledges that he/she has read, understands and agrees to comply with the policies outlined below and the enclosed Rules and Regulations for Use of Town Parks. The person responsible further verifies that he/she is 21 years of age or older.

The person responsible hereby requests reservation of the Town pavilion above, for the date(s), times, and purposes shown. He/she, on behalf of organization, further agrees to hold harmless and completely indemnify the Town of Guilderland, its officers, agents, and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

**SIGNATURE OF PERSON IN CHARGE:** \_\_\_\_\_

**OFFICE USE ONLY**

Payment Received: \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

FOR CHALET RENTAL ONLY: ACCESS CODE INSTRUCTIONS GIVEN \_\_\_\_\_

**ALCOHOLIC BEVERAGE PERMIT**

PERSON IN CHARGE: \_\_\_\_\_ LICENSE PLATE #: \_\_\_\_\_

MAKE OF CAR: \_\_\_\_\_ YEAR: \_\_\_\_\_

BEVERAGE: WINE: \_\_\_\_\_ BEER: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

# Know the Rules

The resident listed below is legally responsible for any and all action of the pavilion users while they are at the Town of Guilderland park facility. The undersigned resident will be held financially responsible for any and all damages to park property caused by a member of his/her group. The resident is responsible for his/her group's adherence to all permit guidelines, including those pertaining to alcohol use and the Rules and Regulations for Use of Town Parks.

1. \_\_\_\_\_ Do not block the roadway - The park roadway is a single lane one-way circle and it's the only Exit through and out of park. There must be room for emergency vehicles to pass.
2. \_\_\_\_\_ Park on pavement near or closest to the rented facility. Refrain from parking on grassy areas.
3. \_\_\_\_\_ Destruction of Property is prohibited. Examples of but not limited to:
  - a. Staples, nails, tacks and graffiti left in/on the tables or pavilion posts
  - b. Damage to fire pit and posts
  - c. Damage to countertops, doorways, railings and etc.
4. \_\_\_\_\_ All trash must be taken with you or placed into provided receptacles. This includes all decorations, party supplies, food & beverage and etc.
5. \_\_\_\_\_ All tables must be returned to their original location within the facility.
6. \_\_\_\_\_ Reminder it is a public park and there is a potential of additional rentals going on at the same time, please be respectful and adhere to the Town's noise ordinance.
7. \_\_\_\_\_ **Tobacco Free Zone** – Town Parks are tobacco free zones examples include but not limited to playgrounds, playing and athletic fields, dog park, tennis and basketball courts, pavilions and pool area.
8. \_\_\_\_\_ Alcohol is prohibited except for a *Beer and Wine Permit*. See the Parks Rules and Regulations for complete list of guidelines.
9. \_\_\_\_\_ Glass bottles and glass containers are prohibited.
10. \_\_\_\_\_ Special devices and activities – such as but not limited to inflatable slides, slip 'n slides, bouncy bounces, trampolines, large party tents and pony rides are prohibited without prior approval from the Parks & Recreation Department.

For a complete list of the Rules and Regulations visit the Parks & Recreation page on the town's website: <https://www.townofguilderland.org/parks-recreation>.

Signature of Resident in Charge: \_\_\_\_\_

Date: \_\_\_\_\_