

**TOWN OF GUILDERLAND
PARKS AND RECREATION DEPARTMENT**
www.townofguilderland.org

Peter G. Barber
Town Supervisor

Linda Cure
Public Relations Officer
Parks & Recreation
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REQUEST FOR USE OF FACILITIES

RESIDENT IN CHARGE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

FACILITY REQUESTED: TAWASENTHA PARK PAVILION: LARGE - SMALL - PICNIC AREA # _____

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)

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: _____

SPECIAL CONDITIONS FOR USE: _____

ALCOHOLIC BEVERAGE PERMIT

PERSON IN CHARGE: _____ LICENSE PLATE #: _____

MAKE OF CAR: _____ YEAR: _____

BEVERAGE: WINE: _____ BEER: _____ DATE APPROVED: _____ APPROVED BY: _____

Instructions for completing the Tawasentha Park Large & Small Pavilion Request

Pavilion rentals are available from May 1 – October 31 of each year.

The large and small pavilions and picnic areas 1, 2 and 3 at Tawasentha Park must be reserved by a resident of the Town of Guilderland.

Carry-in Carry-out Trash Policy

All Pavilion users are required to remove any garbage generated during pavilion use. This policy will maintain our current user rates and provide a healthy environment for all park users. Any garbage left on site will be removed by the Town and the renting party will be assessed a \$40 fee. Garbage receptacles at the pavilions require 55-gallon liners or you can pre-pay \$40 for the Parks Department to remove the trash.

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

http://www.townofguilderland.org/Pages/GuilderlandNY_TawasenthaPark/?FormID=158

LARGE PAVILION (Accommodates up to 200):

The fee for Guilderland residents is \$125 (Mon-Thurs) and \$150 (Fri-Sun & Holidays).

The fee for businesses, groups of 100+ or private groups (must be reserved by a Guilderland resident) is \$150 (Mon-Thurs) and \$210 (Fri-Sun & Holidays).

SMALL PAVILION (Accommodates up to 40):

The fee for Guilderland residents is \$75 (Mon-Thurs) and \$100 (Fri-Sun & Holidays).

The fee for businesses, groups of 100+ or private groups (must be reserved by a Guilderland resident) is \$100 (Mon-Thurs) and \$125 (Fri-Sun & 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.

Please complete the Request for Use of Facility Form and remit with payment to:

Linda Cure, Public Relations Officer
Guilderland Parks & Recreation
181 Route 146
Altamont, NY 12009
(518) 456-3150 FAX (518) 456-3156

Your reservation will then be approved and confirmation will be mailed within 5 business days. This permit must accompany the person/resident responsible for the event.

THE TOWN DOES NOT ISSUE REFUNDS FOR FACILITY RENTAL CANCELLATIONS.