

Town of Lumberland
Application for use of Circle Park Only

You must call the Town Clerk's office at 845-856-8600 ext #1210 or #1228, to check availability prior to submitting this application.

A Certificate of Insurance will be required for ALL reservations. The Certificate of Insurance must name the Town of Lumberland as the additional insured and must be in the amount of \$1,000,000.

Is your Certificate included with this application (**YES / NO**) or will you be providing it at a later date? **PLEASE NOTE: If you are providing it at a later date, it must be given to the Town Clerk at least 48 hours before your event.**

Applicant Information – Please Print

Group Name: _____ Date: _____

Applicant: _____ Phone #: _____

Address: _____

Photo ID # and State of Issuance: _____

Event Information

Purpose of Event: _____

Date of Event: _____ Time of Event: _____

Approximate number of guests: _____

By signing below, you understand that you are applying for USE of the park for your party or event, but it will **NOT** be closed to the public. By signing, you also agree to the terms of the attached Fee Schedule for the Park and the Rules and Regulations for the Pavilion and Park.

I am at least 21 years of age. I hold the Town of Lumberland and its employees harmless and indemnified for all damages, claims, and liabilities that may arise or occur as a result of the negligence, gross negligence, or reckless conduct of any person attending my event.

Signature _____ **Date** _____

Fee Schedule for Circle Park

All fees are as adopted by the Town of Lumberland Town Board.

# of Guests	Town Residents Deposit	Refund Amount	Non-Residents Use Fee/Deposit	Refund Amount
20-25	25.00	25.00	50.00	25.00
26-50	50.00	50.00	100.00	75.00
51-75	75.00	75.00	150.00	125.00
76-100	100.00	100.00	200.00	175.00
100-150	125.00	125.00	250.00	225.00
150-200	150.00	150.00	300.00	275.00

The fees above include a Security Deposit as well as your Reservation Fee. Part of your fee is refundable if the premises are returned to their original condition. There shall be NO damage to the playground equipment at the Park. There shall be NO damage to the benches and tables at the Park. The Park shall be free of garbage. Please read the following page, **Town of Lumberland Rules and Regulations for Pavilion and Park**, which details the clean-up procedures.

Failure to abide by these rules will result in the forfeiture of any monetary return.

****All Town of Lumberland Programs and the Eldred Central School District are exempt from these provisions.***

APPLICANT'S INITIALS _____

Town of Lumberland

Rules and Regulations for Pavilion and Park

1. Reservation Fee/Security Deposit must be paid at the time of the reservation and signing of the application.
2. As mentioned on the application, a Certificate of Insurance must be provided.
3. You will need to provide your own garbage can liners for your event. ***You must take your garbage with you when you leave to eliminate the attraction of animals.*** There is to be ABSOLUTLY no garbage left lying on the ground or on the tables.
4. If needed, there is a barbeque grill available for use at the Pavilion. You will need to bring your own charcoal, clean the grids after use, and remove all charcoal after use. Please be sure that the charcoal is COLD before removal.
5. ***Pavilion reservations only:*** If electricity is required for your event, please contact the Town Clerk's Office prior to the event to make arrangements. For evening reservations, please turn off all lighting at the Pavilion when your event is over.
6. Bathrooms are available at Circle Park. (Seasonal)
7. Only park in designated areas. **Absolutely NO buses or bus parking.**
8. All decorations must be put up and taken down on the day of your event. Tape may be used but must be removed after use. Do not nail or tack anything to the picnic tables at the Pavilion or the Park. The tables are chained and cannot be moved. Please do not deface the tables or any other parts of the Pavilion or the Park.
9. Fireworks and Firecrackers are prohibited in the Town of Lumberland.
10. During your event, should inclement weather arise, please allow any/all persons using the park to take cover under the Pavilion.
11. When setting up for your event at the Pavilion, please use tables closest to the Town Hall first. We ask that you do this in case persons at Circle Park need to take shelter (see #10) or need to sit due to health related issues.

We will try to accommodate as many people as possible, and we hope that everyone will enjoy the use of the Pavilion and the Park.

Anyone abusing these rules and regulations will no longer be considered for use of the Pavilion or the Park in the future. Please make sure the persons in your party conduct themselves in an orderly and decent manner. The use of profanity, indecent or obscene language or gestures, and fighting are PROHIBITED.

APPLICANT'S INITIALS _____