

Town of Olive Pavilion Rental Agreement

Person in Charge _____ Daytime Phone # _____

Mailing Address _____ Date of Event _____

Facility Requested Davis Park Grant Avery Park **Hours of Event** _____

Type of Gathering _____ Expected Number of Guests _____

Please note:

NYS Constitution Article VIII Section 1 prohibits municipalities from giving or loaning their money or credit in aid of any private undertaking. For this reason the Town of Olive may not allow any of its funds, resources, or property to be used to advance private entities.

Application Process:

- A person wishing to rent a pavilion must be a Town of Olive resident, Town of Olive business owner, or a Town of Olive employee.
- Groups larger than 25 people **must** rent a pavilion to ensure exclusive use of the pavilion area.
- Two checks, payable to Town of Olive, are necessary for renting a pavilion. The first is a \$150 **nonrefundable** fee for renting the pavilion. The second check is a \$200 deposit. In the event that the park is not cleaned up and garbage is left your deposit will not be returned. Please allow two weeks for your deposit to be returned to you.
- Waiving of fees for non-profits and emergency situations will be decided on a case-to-case basis. A limit of one no charge event per season will be permitted
- If you do cancel your party, please let us know immediately, often there is a waiting list for certain weekends.
- Parks are rented on Saturday and Sundays from May 1st until October 15th.
- Ball fields are only available if there are no prior games scheduled. Little League, Babe Ruth, and the Town's soccer, softball, and football programs have priority over rentals.
- **Application and checks must be received within two weeks of the date in which you call the Supervisor's Office to reserve a pavilion.**
- Application and checks can be mailed to: Supervisor's Office PO Box 180 West Shokan, NY 12494 or dropped off **in person at the Supervisor's Office** in West Shokan during normal business hours.
- Corporations and organizations anticipating large attendance should contact the Supervisor's Office for additional charges.
- Upon receipt of pavilion application and fees, your permit will be issued to you. Please keep it with you during your event.

Garbage:

- The Town will provide can liners.
- You must bag and remove your garbage upon completion of your event. Failure to do so will result in your deposit not being returned to you.
- Town parks are maintained daily, we ask that you leave the pavilion and park in the tidy condition in which you found it.

Pool Use:

- The pool at Davis Park is available for use during your event, provided ample staffing and weather conditions, but is still open to the public as well.
- The pool rules apply to all guests. Children 14 and under must be supervised at all times while using the pool. **Lifeguards on duty have the right to eject any guests who do not follow the rules and regulations.**

- Entry fees to the pool will be charged in addition to your pavilion rental fee. Should you wish your guests to use the pool during your event, please let the Supervisor's Office know. You will then be contacted by the pool director or pool staff to discuss fees and payment. Pool entry bracelets are required and will be issued by the pool director or pool staff.

** Please note that recreational water use (for example sprinklers and/or hoses) is not permitted. **

I have read the above carefully and agree to the terms of the rental.

Signature

Date