

# Town of Olive Pavilion Rental

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Facility Requested:

Davis \_\_\_\_\_ Grant Avery \_\_\_\_\_

Date of Event: \_\_\_\_\_

Estimated Set Up/Start Time of Event: \_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_

Type of Gathering: \_\_\_\_\_

**I have read the application process carefully and agree to the terms of the pavilion rental.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# Town of Olive Pavilion Rental

The Town of Olive offers two parks within the Olive township located in the hamlets of Shokan and West Shokan. The parks offer pavilion areas that can be rented/reserved for special occasions for groups greater than 25 people. The pavilions include picnic tables, outdoor cooking grills, electric and access to bathroom facilities.

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 Town of Olive employee.
- Groups larger than 25 people **must** rent the pavilion to ensure exclusive use of pavilion area.
- Two checks, payable to Town of Olive, are necessary for renting a pavilion. The first is a \$150 non-refundable 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 up to two weeks after your event for your deposit to be returned to you.
- The waiving of any or all fees for non-profit organizations 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 event, please notify Town Supervisor's office.
- Pavilions are available for rental from May 1<sup>st</sup> until October 15<sup>th</sup>.
- Events can be held from 8am to 11pm. The use of any amplified sound (bands, DJ's, radios etc.) must be off by 10pm
- Little League, Babe Ruth, soccer, softball, and football programs have priority over rentals. Ball fields are only available if there are no games scheduled.
- 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: Town of Olive Attn: Supervisor's Office PO Box 180 West Shokan, NY 12494 or dropped off in person at the town offices 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 rental application and fees, your permit will be issued to you. **Please keep it with you during your event.**
- 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.
- Please note that use of confetti, water balloons, and/or sprinklers are prohibited.
- Children 14 and under must be supervised while using the pool. Lifeguards on duty have the right to eject any guests who do not follow the rules and regulations.
- Entry fees for the pool are in addition to the pavilion rental fee. If your guests will be using the pool, please check in with the pool staff at the beginning of your event to make payment arrangements.
- If you are having your event at Davis Park, please have your guests utilize the parking lot on the town office building side of the park for parking. Please do not use the parking area at the pool.