

VILLAGE OF PERRY PARK RENTAL & EVENT FORM

Applicant/Organization _____
Home Address _____
Phone Number _____
Email Address _____
Date(s) Requested _____
Hours of Activity _____
Estimated # of guests _____

FOR OFFICE USE ONLY:

Date Reserved: _____

Facility: _____

A. FACILITIES REQUESTED (check all that apply): *No refunds*

Pavilions

Village Park – Resident fee \$50, Non-Resident fee \$60

North Pavilion (across from pond)

South Pavilion (near splash pad)

Perry Public Beach – Resident fee \$180, Non-Resident fee \$215

Pavilion

Ball Fields – Resident fee \$90, Non-Resident fee \$110

Village Park

Diamond 1 – with or without lights (circle one)

**with lights additional fee – Resident \$60, Non-Resident \$70*

Diamond 2

Diamond 3

Diamond 4 (Little League Field)

Park Ave

Diamond 1

Diamond Requests

Base Length: 60 feet or 65 feet (circle one)

Pitcher's Mound: 35 feet, 40 feet, 43 feet, or 46 feet (circle one)

Parks Rules – The rules and regulations apply to all village properties. Complete rules and regulations are attached or may be viewed at www.villageofperry.com Local Law Chapter 320 Parks and Recreation)

- The village parks and the silver lake beach are public property and always remain open for public use from 6:00am to 11:00pm
- Garbage **MUST** be bagged and removed, CARRY IN – CARRY OUT.
- No vehicles are allowed on the grass, driving to pavilions is **not** allowed.
- Loud music is **not** allowed.
- No glass containers allowed.
- No ATV's, golf carts or other unauthorized vehicles allowed.

**VILLAGE OF PERRY
PARK RENTAL & EVENT FORM**

B. The undersigned represents that he/she is authorized by _____, the person or organization in whose name this reservation is being made to contract for the use of the facilities of the Village of Perry, NY. He/she agrees to the terms of use defined in the local law (copy attached) and to supply all necessary forms to the Village of Perry and has been fully informed of the rules and regulations pertaining to facility usage. The reserving person or organization hereby assumes all risks to persons participating in the activity for which this reservation is made, and to all property being reserved and under his/her/its direction and holds the Village of Perry harmless there from.

Printed Name: _____

Signature: _____

Date: _____

C. PUBLIC EVENTS AND/OR VENDOR INFORMATION, if applicable

This form is intended to create consistent guidelines and gather sufficient information about proposed events requiring coordination from the Village of Perry. It is the intent of the Village Board that taxpayer subsidy - in the form of staff time, overtime, equipment, materials, maintenance, and clean-up – of any event on village property should have a measurable public benefit and that the services the village can provide without charge should be commensurate with that public benefit.

1. The organization is:

- A registered not-for profit, or 501(c)3
- An ad-hoc or “community” group (existing solely to organize the event)
- A business
- Other: _____

2. Revenue Type:

- Revenue Free – participants are not charged.
- Revenue Neutral – some or all participants may be charged; but funds go towards organizing the event or for a local, registered charitable cause.
- Revenue Positive – some or all participants may be charged. A goal is that funds in excess of those required to run the event may be generated.

3. If funds raised through various means are going to support anything other than the event itself, please indicate the cause/charity/organization(s) that will receive funds.

4. Statement of Purpose, Public Benefit & Responsibilities

Why are you holding the event? What are the public benefits meriting taxpayer support? What are you requesting of the Village? Examples: staff support, setup (additional fees may apply).

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5. What safeguards exist in the handling of funds from point of collection to final use? Please explain how funds are to be handled, where they are kept, and how they are distributed.

6. *Vendor Information. Check all that will be vending on site during event hours.

- Food vendors
- Other vendors
- Organization listed above

If any checked above, list name and address of each vendor (attach additional page if necessary.)

*All vending on site must be approved by the Village Board. Vendors cannot be assessed fee and are responsible for conforming to Wyoming County Health Department regulations if applicable. Prior to the event, vendors are required to provide insurance certificates listing Village of Perry as additional insured. All events should recognize that non-performance of obligations to the Village's satisfaction will put the event on probation. If similar problems occur the following year, the Village will withdraw its support and/or subsidy.

FOR OFFICE USE ONLY

- Committee Review Date (1st Wed): _____
 - Notes from Committee: _____
- Approval by Village Board
 - Date _____
- Fee Received
 - Amount: _____
 - Date Received: _____
 - Cash or Ck#: _____
 - Received by: _____
- Organization Insurance Certificate Received (if applicable)
- Vendor Insurance Certificates Received (if applicable)