

APPLICATION FOR RESERVED USE OF PARKS PAVILION

City of Oneonta Clerk's Office

Date of Application: _____ Application Fee: _____

Usage Date Requested: _____ Times Requested: _____

SELECT A PAVILION

_____ Large Pavilion at Neahwa Park

_____ Large Pavilion at Wilber Park

_____ Kiwanis (Small) Pavilion at Neahwa Park

_____ Bill Martin (Small) Pavilion at Wilber Park

Circle the Day Requested: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Event or Activity: _____ Number of People: _____

Public or Private Event or Activity: _____ If public, will food vendors be on site? _____
Will you need field / road reservations? _____

Organization Applying: _____

Applicant's Name: _____ Applicant's Phone #: _____

Is applicant a resident of the CITY of Oneonta? Applicant's Legal Address (Residence): _____
Yes No Email Address (Optional): _____

FEE SCHEDULE

<i>Pavilion size</i>	<i>Oneonta City Resident</i>	<i>Non-City Resident, Business, Institution</i>
Large – Weekday (Mon.-Fri.)	\$50.00	\$100.00
Small – Weekday (Mon.-Fri.)	\$25.00	\$50.00
Large – Weekend (Sat.-Sun.)	\$85.00	\$140.00
Small – Weekend (Sat.-Sun.)	\$50.00	\$90.00

PAYMENTS MAY BE MADE VIA CASH, CHECK OR MONEY ORDER PAYABLE TO "CITY OF ONEONTA". CREDIT / DEBIT CARDS ACCEPTED WITH A PROCESSING FEE.

RULES GOVERNING RESERVED USE OF PARKS PAVILION

- 1.) The presence or consumption of **alcoholic beverages** is **prohibited** unless a permit is obtained. Applications for permits for consumption of alcoholic beverages are available from the City Clerk's office at City Hall, 258 Main Street, Oneonta, New York, Phone No. 432-6450. Permits cost \$25.00.
- 2.) **Maximum capacity** for Pavilions is as follows: Large Pavilions - 200 people; Small (Kiwanis) Pavilions - 30 people.
- 3.) For each one hundred (100) people using a pavilion, one (1) designated responsible ADULT shall be present and accountable for the entire period of time the pavilion is reserved.
- 4.) The City of Oneonta reserves the right to monitor any function by having their duly authorized representative(s) present during such functions.
- 5.) **Music** is permissible, but must be controlled. A City of Oneonta representative may require the elimination of music if it is too loud.
- 6.) Groups using the pavilion are responsible for any and all **damages** resulting from their usage. If there is any question of accountability, the person(s) in whose name(s) the permit for usage is granted will be held responsible.
- 7.) **CLEANUP RULES:** (A.) Pick up all **trash** & secure trash in bags & place bags near trash receptacles.
(B.) Remove all **decorations** & materials used to secure decorations.
(C.) Keep **restrooms** clean & litter free at all times.
- 8.) The pavilion will be cleaned once each day by parks maintenance personnel. The City of Oneonta is not responsible for clean-up resulting from informal public usage which may take place prior to or between reserved usages, or usage which results from multiple reservations for the same pavilion on the same day.
- 9.) City Parks hours are 7:30 AM - 10:30 PM.
- 10.) No fee exemptions will be granted for in-season weekend/holiday usage. Non-profit organizations may apply for a fee exemption for weekday use.
- 11.) Fee is **NON-REFUNDABLE** unless cancellation is made at least **two (2) weeks prior** to scheduled usage.
- 12.) Copy of this application for use of pavilion will also serve as invoice for billing where fee is applicable.
- 13.) Permit for reserved use of a pavilion will not be granted until applicable fee is paid in full.
- 14.) Groups using the pavilion agree to abide by all park rules and rules herein stated. If there is any question of accountability, the person(s) in whose name(s) the permit for usage is granted will be held responsible.
- 15.) Pavilions reservations season begins May 1 and ends October 31.
- 16.) The City of Oneonta has banned the use of all tobacco products (to including vaping and chewing tobacco) in the parks.