

Superintendent
Todd Orłowski

Assistant Superintendent
Erin Mantz

Assistant Superintendent
Kyle Thornton

Downing Park Pavilion Permit Application

This application form is for the use of the Downing Park pavilion. Use of this facility is limited to the residents of the Town of Yorktown. Please review all of the listed conditions for issuance of a permit before filing the application. The applicant is responsible for knowledge of and enforcement of the policies listed. The applicant will be responsible to pay any costs incurred in repairing damage caused by the event participants and for cleaning up after the event. The person to whom the permit is issued must be on site at the pavilion throughout the entire period covered by the permit.

Return this application to the Parks and Recreation Department, 176 Granite Springs Road, Yorktown Heights, NY 10598 with the necessary deposit and permit fee. The applicant has 30 days from receipt of application to return all paperwork (including the insurance certificate) and payment (payable to Yorktown Parks & Recreation) in order to hold the reservation. The deposit will be returned by mail upon following satisfactory inspection of the facility after the designated use.

Downing Park Pavilion Permit Conditions

- 1) The pavilion in Downing Park may be reserved for use from April through October.
- 2) **Only** Town of Yorktown residents are permitted to rent the Downing Park pavilion.
- 3) The permit holder must provide an original certificate of liability insurance with a minimum of \$1,000,000 in liability with the Town of Yorktown located at 363 Underhill Avenue, Yorktown Heights, NY 10598 as additionally insured.
- 4) Due to the popularity of the use of the space, rental of the pavilion is allowed only once (1) per season per household.
- 5) Permits are issued only to persons 21 years of age or older. Permit holders are required to be on-site throughout the times specified in the permit.
- 6) Permits are issued on a first-come, first-served basis.
- 7) Permits are valid only for the date and times specified in the permit.
- 8) Due to high demand, no rain dates will be granted in advance.
- 9) Permit only grants exclusive use of the pavilion. All other areas of Downing Park remain open to the public.
- 10) There are 12 picnic tables under the pavilion and 6 picnic tables outside the pavilion for use.
- 11) Participants must be familiar with, and adhere to, all state and local laws, rules and regulations.
- 12) There shall be no alcoholic beverages in the Park/Pavilion.
- 13) The use of nails, staples, tacks, pushpins, etc. on the pavilion posts is prohibited.
- 14) The permit holder is responsible for any and all damages to the structure and/or grounds during use.
- 15) A refundable security deposit is due at the time of application for the permit. The deposit must be submitted on a separate check made payable to Yorktown Parks & Recreation. Following permittee's use of the pavilion, the premises will be inspected. If the permittee has complied by leaving the premises clean and in good order, with all refuse removed, then the deposit will be returned. Otherwise, the costs of any necessary repairs, cleaning and maintenance will be deducted from the security deposit. The permit holder will be personally liable for any costs which exceed the amount of the security deposit.
- 16) Permit holders are responsible for the cleanup of all garbage, litter and trash from the event. Users may utilize the dumpster located in the lower parking lot within the park.
- 17) No animals (e.g., pony rides, petting zoos, etc.) or amusement rides (including but not limited to, inflatable play areas) will be permitted.
- 18) Dates for the use of the pavilion are at a premium, therefore refunds will not be considered for cancellations less than 30 days prior to the event.
- 19) The Town of Yorktown Parks and Recreation Department reserves the right to cancel any permit, with a refund of all fees paid, if questions arise regarding the validity of the intended use or if the facility is needed for a Town sponsored program.
- 20) Checks are to be made payable to: Yorktown Parks & Recreation

Requirements:

- | | | |
|--|---|-------|
| 1) Fees: | Monday-Thursday | \$ 0 |
| | Friday, Saturday, Sunday, Holiday | \$100 |
| 2) Refundable Deposit: | | \$150 |
| | For security, maintenance, or damage (use separate check) | |
| 3) Certificate of Liability Insurance | | |

Application for Use of Downing Park Pavilion

Name of Resident Applying for Permit: _____

Group or Affiliation: _____

Address: _____

Telephone: _____ E-mail Address: _____

Date of Birth: _____ Number of Persons Expected: _____

Activity Date: _____ Time: From _____ to _____

State the nature of your use: _____

The undersigned applicant certifies that he/she is a bona fide resident of the Town of Yorktown, over the age of 21, and has read the permit conditions established by the Yorktown Parks and Recreation Commission and agrees to comply with those conditions in every respect.

Signature: _____ Date: _____

Printed Name of Applicant: _____

Checks are to be made payable to: Yorktown Parks & Recreation

For Office Use:

- | | |
|--|--|
| <input type="checkbox"/> Permit fee paid – amount \$ _____ | <input type="checkbox"/> Application Approved |
| <input type="checkbox"/> Deposit fee paid – amount \$ _____ | <input type="checkbox"/> Application Denied |
| <input type="checkbox"/> Required insurance certificate received | <input type="checkbox"/> Application approved with the following |
| <input type="checkbox"/> Date recorded in reservation book | conditions: _____ |
| <input type="checkbox"/> Permit sent to applicant | |
| <input type="checkbox"/> Age verification | |

Superintendent of Parks and Recreation

Deposit check returned on: _____

Deposit check forfeited due to: _____