



RYE RECREATION Picnic Facility Rental Application

281 Midland Avenue, Rye, NY 10580

Event Date: _____

Time of set-up: _____ to _____

Time of event: _____ to _____

Name of Individual or organization requesting use: _____
(Please enclose a copy of Con-Ed bill as proof of address)

Address: _____ City/ State/ Zip: _____

Home # : _____ Cell # : _____ E-mail address: _____

Equipment requested: _____

Upper Shelter (Limit 150): _____	Lower Shelter (Limit 150): _____
Estimated Attendance: _____ # of Adults	Total for the event: _____ # of Children (17 & under)

★ OPTIONAL PERMITS -- REQUIRE SEPARATE REQUESTS ★

Alcoholic beverages (only beer & wine permitted/no fee) _____

Field Permit _____ (\$200/2hr)

Tennis Court _____ \$52/court/hr

Please indicate if you would like to request the use of rental equipment (e.g., tents, air castles, etc.): YES NO

A certificate of insurance is required for all Corporate Rentals and rental of approved equipment; additional fees may be charged for water or electrical service

I, the undersigned, being over 21 years of age, and having read the rules and regulations for this application and the above, hereby acknowledge the foregoing and agree to be responsible to the City of Rye Recreation Department for the use and care of the facility used and furthermore agree to indemnify and hold the City of Rye Recreation Department, it's employees and all related officials harmless for any expense and/or liability for any loss, damage or injury to person(s) or property by reason of or arising out of the use of the Recreation Park facilities and/or the serving or consumption of alcoholic beverages.

This Hold Harmless Provision shall be liberally and broadly construed and applied in favor of the City of Rye Recreation Department regardless of cause or injuries sustained.

I, the undersigned, in consideration of permission given to us to use the above requested facility, agree to take due care of the premises and to be responsible for any loss or damage to property and/or equipment.

Signature: _____

Date: _____

Method of Payment: [] Check (please make check payable to The City of Rye) [] Cash
[] MasterCard [] Visa [] Discover [] American Express

*** FOR OFFICE USE ONLY***

Reservation made on: _____ Approved by: _____ Date of Approval: _____

DEPOSIT: \$50 due at time of reservation Receipt #: _____ Date: _____

BALANCE DUE: Two weeks prior to the event Receipt #: _____ Date: _____



RYE RECREATION

281 MIDLAND

AVENUE

RYE, NEW YORK 10580

(914) 967-2703

FAX: (914) 967-5521

RECREATION@RYENY.GOV

★ Picnic Facility Rental Policies ★

Please review all of the policies listed in this document and initial the spaces provided to show that you have read and understand each one. This should be submitted with your application and a copy will be returned to you for your reference with your receipt or permit.

ELIGIBILITY _____ (initial)

Proof of residency is required to qualify for residential rates and must be provided when the application is submitted (Con Ed bill or drivers license). The individual making the reservation must be present throughout the entire time of the picnic.

FEES/ GROUP SIZE _____ (initial)

- A \$50 deposit is required at the time of reservation; this is part of the rental fee. Full payment is required 2-weeks prior to the event. Those cancelling less than two weeks prior to the scheduled rental will forfeit their deposit.
- Rental fees are based upon the number of people in your party. Attendants will confirm attendance by taking a head count. If your group size is larger than you indicated; additional fees will be charged.

TIMES & RAIN POLICY _____ (initial)

- Picnic hours vary due to the time of the sunset. **Rentals are typically available from 10:00 a.m. to 8 p.m. or ½ hour prior to sunset, depending on the time of year.** To determine the sunset time for your event, please visit: www.sunrisesunset.com/ and click on "calendar" under New York.
- Picnics are held rain or shine; please be aware that when renting outdoor facilities there is a certain amount of risk (e.g., weather conditions).
- The use of the indoor facilities is not permitted.

SPECIAL REQUESTS _____ (initial)

- Rental equipment (e.g., tents, air castles, dunk tanks, etc.) must be requested at the time of application and are subject to approval and additional fees.
- **A certificate of insurance is required for all commercial rentals.**
- Facilities are not permitted to be used by groups with the intention of charging fees. Requests by non-profit organizations to host a fundraiser must be noted, and will require special authorization.

WEATHER CONDITIONS _____ (initial)

- Reservations are RAIN or SHINE for the date requested. Refunds will not be granted due to weather conditions. Groups that cancel less than two weeks prior to their picnic rental will forfeit their deposit.
The use of the indoor facilities in the event of inclement weather is **not** permissible.

ALCOHOL/ AMPLIFIED MUSIC _____ (initial)

- Alcoholic beverages are limited to beer and wine, and are restricted to the picnic shelter areas. Alcoholic beverages are not permitted on the playing fields, and may only be consumed by adults age 21 and over. No fees may be charged for alcohol served.
- Amplified or loud music and/or the use of a PA system are not permitted.

PARKING _____ (initial)

Parking is limited to designated spots only. If the main lot is full, street parking is permitted. Designated parking for individuals with disabilities is provided. A 10 minute drop-off period is allowed to unload supplies. Please do not obstruct service roads throughout the park. Be aware that department vehicles may be using the service roads during your function, and service roads also serve as access for emergency vehicles.

RESPONSIBILITIES OF THE INDIVIDUAL(S) RENTING THE PICNIC FACILITY _____ (initial)

- Groups and families are responsible for the conduct their guests. Young children should never be left unattended.
- Patrons are expected to assist in clean-up and to leave the area in good condition. All decorations, signs, balloons, etc. should be removed. Please ask the attendant for additional plastic bags if needed.

FIELD USE & OTHER RECREATIONAL ACTIVITIES _____ (initial)

- Field use requires a separate permit and additional fees. Permits for fields will not be issued more than a month in advance. Field use is subject to availability. Rye Recreation reserves the right to change field locations or times.
- Paid field reservations or league play will take preference over first-come, first-served use. Check with the attendant for the schedule. Tennis courts are only available on a **pre-paid reservation basis**.
- Bocce, volleyball & horseshoe areas are available, but are not intended for exclusive use of any one group. Equipment is available for your enjoyment of these activities. Proper use and care will assure that the equipment remains in good condition for the next user. All equipment must be returned before leaving the area. Report any lost or broken equipment to the attendant so that it may be replaced quickly. Please be considerate of all users.
- All equipment should be used with safety in mind and full regard for other park users and their activities. When the park is crowded or wet, certain activities should be restricted. Children should be supervised at all times.

OTHER IMPORTANT INFORMATION _____ (initial)

- Please be aware that the park is open & available to other patrons. Your reservation only secures the picnic shelter, not surrounding grounds.
- Please be aware that at certain times of the summer, the bees are very active. The following are a few steps that can be taken to reduce their annoyance:
 - Cover all food and drinks. Keep lids on all containers.
 - Deposit all refuse in covered containers and/or remove from the area.
- Dogs are not permitted on the playing fields or in the playgrounds. Dogs must always be on a leash.

GAGLIARDO PARK (read and initial ONLY if you are renting the Gagliardo Park picnic area) _____ (initial)

Due to the size of the park and its location, use of this park is limited to **residents only** living in the immediate area. Consideration of use by other residents will be given only when both facilities at Rye Recreation Park are booked. The shelter at Gagliardo Park is limited to 50 patrons; all picnic rules and regulations apply.

GAGLIARDO PARK PARKING _____ (initial)

When parking in the area (on the streets) around Gagliardo Park, please do not block private driveways. If using the municipal lot, do not obstruct emergency access to the field. Motorized vehicles are not permitted inside the park at any time.

GROUP SIZE	FEE
Small events: up to 75 patrons	\$200 resident; \$300 non-resident
Large events: 76 to 150 patrons	\$400 resident; \$500 non-resident
WEEKDAY PICNIC (Monday – Friday, 4pm–Dark)	\$165 resident; \$265 non-resident
OTHER RENTALS	
Basketball Court (2 hours)	\$200 resident; \$300 non-resident
Field Permit (2 hours)	\$200 resident; \$300 non-resident
All Day Field Permit (10am-6pm)	\$700.00
Tennis Courts (1 hour)	\$52.00 per court (<i>not available weekend mornings</i>)

I have read the picnic facility rental policies and understand them. I further understand that I am responsible for the conduct of my group, and informing them of all policies.

Signature

Date

Print Name

Date of your picnic



RYE RECREATION

281 MIDLAND AVENUE
RYE, NEW YORK 10580
(914) 967-2535
FAX: (914) 967-5521

ALCOHOL PERMIT

Under Local Law No. 8-1992, a City of Rye Alcohol Permit is required for any group, team or organization to provide alcohol (beer and wine only) during their use of Rye Recreation facilities.

The following regulations will be enforced: _____ (initial)

1. Consumption of alcohol (beer and wine only) will be permitted at Rye Recreation Park in the picnic shelter area **ONLY**. Alcohol is **not permitted** on the playing fields, playgrounds, tennis courts, multipurpose or other areas of the park.
2. Authorization is for adult use only (21 and older) and does not permit the use of alcohol by minors under and circumstances. **No fees may be charged for alcohol.**
3. Authorized use for this purpose begins and concludes at the times indicated below.
4. Proper disposal of refuse is appreciated. Please make use of containers designated for recyclables.
5. Abuse and/or violators will be subject to suspension from the facility and a fine not to exceed \$250.

Permit Details

Organization/Group: _____ **Date of Authorization:** _____

Contact Person: _____ **Home #:** _____ **Cell #:** _____

Has received a permit for use of alcohol on: _____ *from* _____ *to* _____
Date of Event Start Time End Time

Permit is authorized for: _____ *Fee:* _____
Location of Event

Sally Rogol, Superintendent

Date