**Goshen Parks Rental Information**

Reservations and Permits

The Goshen Parks and Recreation Commission reserves the right to increase fees and/or amend any requirement, rule or regulation at any time as it deems appropriate.

Individuals, families, organizations, or businesses that wish to have exclusive use of any field(s) or facilities, hold events or conduct business at any park must obtain a permit in advance. This includes uses that:

* Use the kitchen facilities at Craigville Park
* Bring bus groups to a park
* Charge admission or “suggested donation”
* Promote a cause
* Conduct fundraising
* Hold concerts, festivals, entertainment, trade shows, rallies, special events, unusual activities
* Involve caterers, DJs, or vendors
* Provide goods or services of any kind to the public

**Submission Requirements** Reservation must be received at least four (4) weeks prior to use. Reservation requests are not deemed received unless they are complete, including applicable fee, deposit, certificates of insurance and hold harmless agreement. Depending upon the event, other requirements noted below may apply. Reservations are accepted on a first-come, first-serve basis.

**Daily Rental Deposit** For all renters a deposit equal to the rental fee is required. The deposit is returned within two to four weeks after the event if the area used has been returned to its original condition and all rules and regulations have been followed (see Park Rules and Regulations).

In addition to the park Rules and Regulations, all renters are responsible for removing trash at the end of each day. All trash must be bagged and placed in the dumpster provided behind the garage. In the pavilion area, if a trash can is more than half full the bag must be removed and placed in the dumpster behind the garage. For groups over 100, renters must arrange for trash to be removed. All groups must comply with the Orange County Mandatory Recycling Program. All renters are responsible for making sure all recyclables are deposited in the proper receptacles. Any damage, litter or rule violation will result in loss of deposit.

**Cancellation/Change Policy** Once your deposit, insurance certificate and hold harmless agreement have been received and your reservation confirmed, the facility is held for you for that date. Other renters are turned away and staff is scheduled to be on site. Should you change or cancel your reservation, your deposit will be subject to the following policy: More than four (4) weeks before the event = full refund Between two (2) and four (4) weeks before the event = 50% refund Less than two (2) weeks before the event = no refund to change or cancel your reservation, you MUST call the Parks & Recreation office at 845.294.1558

**Insurance Requirements for Permit** Insurance certificates must be provided by ALL renters, including those for whom the rental fee is waived.

a) **General Liability -certificate naming the Village of Goshen, Town of Goshen, and the Goshen Parks and Recreation Commission as additionally insured, for a minimum of $1 million, for the specific date(s) of the event, including set-up days.**

b) Automobile Liability – copies of insurance coverage on all vehicles entering parks that are related to the event, such as deliver vehicles, catering vehicles, DJ or band sound trucks, etc.

c) Workers compensation & Employer’s Liability – copies of insurance coverage as required by law.

**Structures and Special Equipment** Any structures or special equipment approved for use during your event, such as a stage, rides, ramps, etc, may require a permit to certify its safety for public use. You will be responsible for obtaining the permit prior to the event. For events at Town Parks, contact the Town Building Inspector at 845.294.6430 x226. For events at Village Parks, contact the Village Building Inspector at 845.294.8881 to inquire if a permit is needed. Failure to do so may result in your event being shut down.

**Alcoholic Beverages** The SALE of alcoholic beverage is strictly prohibited at all times. Providing alcoholic beverages to event guests is prohibited unless a permit to do so is obtained from the New York State Alcoholic Beverage Control Board (NYS ABC). The NYS ABC permit requires Goshen Recreation & Parks Commission signature prior to submission.

“Temporary Beer and Wine” permits are available to individuals and organizations from the NYS ABC. To receive a Special Event Permit application and instructions, **call the ABC at 518.474.3114**.

“Distilled Spirits” permits are available to caterers with liquor licenses only. The entity holding the valid liquor license must apply for the Special Event Permit by calling the ABC at 518.474.3114. “Distilled Spirits” permits are for private parties only, not events where the general public is invited or present.

All ABC permit applications must be complete and received by the ABC at least 15 days prior to event.

**Restrooms** Only Craigville Park and Salesian Park have restroom facilities (Craigville - women’s: 4 toilets / men’s: two toilets and two urinals Salesian - women’s: four toilets/men’s: two toilets and two urinals). Events at Craigville Park and Salesian Park that anticipate over 300 participants may be required to provide additional portable toilets.

Events held at parks other than Craigville must provide sufficient portable toilets. The number of portable toilets will depend upon the number of attendees, refreshments available and duration of event. Generally, the ratio is 1 toilet per 50-75 people where food and/or beverages are available and the event is longer than 1-2 hours.

**Event Security** All events with over 500 people must provide a minimum of two uniformed security personnel. The number of security officers will depend upon the number of participants in the event. Security personnel must be trained, and may be off-duty police officers or private guards.

**Noise and Duration of Event** Most parks are located near residential areas. In reviewing your application, staff may add conditions limiting the noise generated by your event, and the duration of your event so that it is not unreasonably disruptive to neighbors.

**Daily Rental Fees**

GOSHEN PARKS RENTAL FEES - May 2010

**Craigville Park Daily Rental Fees**

|  |
| --- |
|  |
| Renter |  Attendance  | Kitchen  | Park/Pavilion  |  Per Field |
| **non-commercial**  | under 100  | $75  | $75  | $50  | residents  |
| **non-commercial** |  "  | $100 | $100 | $75  | non-resident  |
| **commercial**  | " |  $100  | $100  | $75  | Goshen  |
| **commercial** |  "  | $125  | $125  | $100  | non Goshen  |
| **non-commercial**  | 101-300**\***  | $100  | $100 | $75  | residents  |
| **non-commercial** |  "  | $125 | $125  | $100  | non-resident  |
| **commercial**  | " |  $125  | $125  | $100  | Goshen  |
| **commercial**  | " |  $150  | $150  | $125  | non Goshen  |
| **non-commercial**  | 301-500**\***  | $175  | $175  | $100  | residents  |
| **non-commercial** |  "  | $225  | $225  | $150  | non-resident  |
| **commercial**  | " |  $225  | $225  | $150  | Goshen  |
| **commercial**  | " |  $275  | $275  | $200  | non Goshen  |
| **non-commercial**  | over 500**\***  | $225  | $225  | $150  | residents  |
| **non-commercial** |  "  | $325  | $325  | $250  | non-resident  |
| **commercial**  | " |  $325  | $325  | $250  | Goshen  |
| **commercial** |  "  |  | not accepted  |  | non Goshen  |
|  |  |  |  |  |  |
| **Erie, Lions, Bruen, Ganley daily rental fees**  |  |  |
|   |  |  |
|  |  |  |

**Salesian Park has restrooms, NO kitchen**

**Erie, Lions, Bruen and Ganley Parks have NO restrooms, NO kitchen**

**The daily Rental Rates are HALF the amount noted above**

**\* Attendance may be limited by the parking available**

**Goshen Parks Rules and Regulations**

**For safety and courtesy**

Parks closed from Dusk to Dawn daily

No trespassing after hours

No after hours use without permit

No littering or vandalism

No glass

No alcoholic beverages without a permit

No loud music

No golfing

No unlicensed vehicles (snowmobiles, dirt bikes, ATVs, etc)

No open fires without permit

No cooking or barbecuing in any area not designated for such purpose

Use of gas/propane grills is prohibited

No weapons or hunting

No horses

All dogs must be on a leash & pooper scoopers must be used

No dogs in playgrounds, courts or skateboard areas

No dogs during special events

Playground equipment is for children only, adult supervision is required

Bicycling, skating and skateboarding in designated areas only

**Goshen Parks Rental Application**

Office Use:

Date Received: \_\_\_\_\_\_\_\_

Date Complete: \_\_\_\_\_\_\_

 Permit #: \_\_\_\_\_\_\_\_\_\_ Rental fee Ck#: \_\_\_\_\_\_\_\_ Deposit Ck#: \_\_\_\_\_\_\_\_\_

The Goshen Parks and Recreation Commission reserves the right to deny an event permit if the application is incomplete or inaccurate, to require additional conditions for public safety and welfare or to halt an event that has not received a permit, or is not in compliance with its permit.

Please check all that apply:

Individual\_\_\_\_\_ Family\_\_\_\_\_ Goshen Resident (proof required) \_\_\_\_\_ Non Resident\_\_\_\_\_

Non-Profit Organization (proof required) \_\_\_\_\_ Organization within Goshen\_\_\_\_\_

Commercial Organization\_\_\_\_\_ Organization outside of Goshen\_\_\_\_\_

RENTER/ORGANIZATION NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT/RESPONSIBLE PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LIST PARK AND ALL FACILITIES/FIELDS REQUESTED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USE OF CRAIGVILLE PARK KITCHEN: YES\_\_\_\_\_ NO\_\_\_\_\_

**IMPORTANT INFORMATION REGARDING KITCHEN RENTAL**

The kitchen is equipped with fire safety equipment. In the event of a fire:

1. Call 911
2. Use fire extinguisher located on wall by refrigerator as first line of defense
3. Hoods above the stove/oven are equipped with sensors that will release a fire extinguishing agent
4. If the above measures have not helped with the fire then the manual pulls should be engaged.

**\*If the manual pulls are unnecessarily engaged the renter will be charged a minimum of $500 for the fire suppression system to be reset. Initial here: \_\_\_\_\_\_\_\_\_**

USE OF PAVILION: YES\_\_\_\_\_ NO\_\_\_\_\_

Please attach a complete description of event activities including flyers/ads for event.

DATE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARRIVAL TIME (include set up time):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_\_\_\_\_\_

TOTAL NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_\_\_\_\_\_\_\_\_ PERCENT GOSHEN RESIDENTS: \_\_\_\_\_\_\_\_\_\_\_

WILL YOU BE PROVIDING?

Portable toilets: YES\_\_\_\_\_ NO\_\_\_\_\_ If yes, how many units? \_\_\_\_\_\_\_

Security personnel: YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, how many officers? \_\_\_\_\_

Additional trash receptacles and trash removal service? YES \_\_\_\_\_ NO \_\_\_\_\_

Structures or special equipment to be erected? YES\_\_\_\_\_ NO \_\_\_\_\_

If yes, please attach a copy of the permit authorized by building inspector.

ALCOHOLIC BEVERAGES? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please attach ABC permit application

CATERER? YES\_\_\_\_\_ NO\_\_\_\_\_

If yes, please provide name and phone number of catering service:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DJ PROVIDED? YES\_\_\_\_\_ NO\_\_\_\_\_

If yes, please provide name and phone number of DJ:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSURANCE (Application is incomplete without the applicable insurance)

General Liability Insurance Certificate: YES \_\_\_\_\_ (required from all renters)

Automobile Liability Insurance (copy form caterers, DJ’s, Deliveries, etc.) YES \_\_\_\_\_ N/A \_\_\_\_\_

Worker’s compensation & employer’s Liability copies: YES \_\_\_\_\_ N/A \_\_\_\_\_

PAYMENT AMOUNT ENCLOSED: $\_\_\_\_\_\_\_\_\_\_\_

The undersigned shall be responsible for the conduct of all persons participating in this event and shall cause all persons to abide by the rules and regulations of the facility and rules and regulation for renting the facility(s). By signing below, the undersigned warrants that all the information in this application is true, complete and correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please use this checklist to be sure you have completed everything needed for your application. Submit completed application with attachments as follows.**

**Goshen Parks & Recreation**

**Park Request Application Checklist**

\_\_\_\_\_ Application completely filled out

\_\_\_\_\_ Certificate of Insurance

\_\_\_\_\_ Any other insurance needed

\_\_\_\_\_ Deposit and rental fee can be one or two checks made payable to VOG Joint Recreation

**Make checks payable to:**

VOG Joint Recreation

**Forward all paperwork to:**

Goshen Parks & Recreation

Village Hall

276 Main Street

Goshen, NY 10924

Phone number: (845) 294-1558