

VILLAGE OF PENN YAN

RECREATION AND FACILITIES DEPARTMENT

PAVILION RENTAL APPLICATION

APPLICATIONS ACCEPTED BEGINNING THE FIRST MONDAY OF APRIL

Applicant Name: _____

Street Address: _____

City, State, Zip Code: _____

Contact Number: _____

Group, Organization, or Family Name: _____

Rental Date: _____

Approximate Number of Attendees: _____

Start Time: _____ **End Time:** _____

****Note:** Pavilions may be rented to multiple applicants in one day. Please ensure you include adequate set up/clean up time in your request.

Pavilion:

- | | |
|--|---|
| | Indian Pines \$125 / \$250 |
| | Boat Launch – Large Pavilion \$50 / \$100 |
| | Boat Launch – Small Pavilion \$25 / \$50 |
| | Walkerbilt Park Pavilion \$50 / \$100 |

Facility Use:

- | | |
|--|----------------------------|
| | Birthday/Anniversary Party |
| | Graduation Party |
| | Family Reunion |
| | Wedding |
| | Celebration of Life |
| | Employee Picnic |
| | Other: _____ |

Will alcohol be available at your event? Yes _____ No _____

***If yes, please complete the Alcoholic Beverage Permit application form.*

I acknowledge that:

- I have received and reviewed the Informational/Rules & Regulations sheet regarding rental of Village Pavilions, and I understand the Pavilion Cancellation Request Policy.
- Summer brings along significant constructions projects for the Village of Penn Yan, and I am aware of the potential my selected reservation date/facility may not be available and alternative dates/facilities may be provided.
- I understand that all Village Parks are Carry-In/Carry-Out facilities. I am responsible to remove all garbage, decorations, signs, etc. from the facility at the conclusion of our gathering.
- I understand that failure to abide by the rules and regulations may result in privileges being revoked with no refund given.
- I understand that alcohol consumption is not permitted unless I complete the Alcoholic Beverage Permit application form with authorized approval.

Signature: _____ **Date:** _____

Village Office Use Only

Authorized Signature of Approver: _____ **Fee Collected:** _____

Mayor Danny Condella
Trustee Kevin McCloud
Trustee Daniel Henries, Jr.
Trustee Teresa Hoban
Trustee Daniel Irwin
Trustee Norman Koek
Trustee Brenda Travis
Clerk-Treasurer Holly Easling



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PARK AND PAVILION INFORMATION

Red Jacket Park is not available at this time for rental.

Indian Pines Park offers one of the best views of Keuka Lake and opens May 1st. The Park Pavilion is a roofed structure (no sides) with an asphalt floor with electric service. Indian Pines Pavilion can accommodate more than 100 people. There are 18 picnic tables and two grills for your use. Beach access with swimming is available when the lifeguard is on duty, the end of June through August. The Park also offers a playground for your little ones to enjoy. Bathroom facilities are conveniently located in the Park as well. Indian Pines boasts a large parking lot for your guest parking needs. There is no additional cost for parking.

Boat Launch Pavilions... it's all in the name! Located in the public boat launch along the Keuka Outlet, two open Pavilions are offered here. The small Pavilion contains two picnic tables; the large Pavilion, 8 tables. There is no electric or water at the site, but public restroom facilities, as well as our newly opened tennis/ and pickleball courts are available for public use.

Walkerbilt Park offers an open Pavilion, accommodating approximately 60 people. There are eight picnic tables, one grill, and a small playground available for your use. There is no electric, water, or bathroom at this facility.

Important Note: Each year we have comments about the geese and their droppings in the Parks. This ongoing battle to control the resident geese population is never ending. This is a problem throughout New York State and we have been in contact with the NYS Department of Health and the NYS Department of Environmental Control. To this date, we have no solution to the problem. Our maintenance staff, throughout the week, spends hours each day shoveling and cleaning the Parks of the goose droppings. Due to staffing constraints, we do not have enough personnel to work weekends to clean up after these birds. Please understand that there will be goose droppings in the Parks, not only on weekdays, but especially on weekends. We ask that you do your part to help us out by **NOT FEEDING THE GEESE**.

ADDITIONAL IMPORTANT PARK AND PAVILION INFORMATION

PAVILION CANCELLATION REQUEST POLICY

- Refund requests received **30 days or more** before a scheduled rental date will be eligible for a full refund to the rental applicant without approval needed by the Village Board.
- Refund requests received **less than 30 days** before a scheduled rental date must be re-rented to another applicant before a refund may be issued.

CLOSING THE PAVILIONS:

- Clean up of garbage including inside decorations and the surrounding area of the Pavilion
- Make sure lights are turned off and there is no water running
- Put any moved picnic tables back as you found them

ALCOHOL CONSUMPTION:

Alcohol is permitted if you complete the Alcoholic Beverage Permit application form.

- A photocopy of your driver's license will be taken as is required on the application form
- Permit holder will be responsible for making sure that all people consuming alcohol are 21 years of age

GRILLS:

- There are charcoal grills located at various points throughout the Parks.
- You are permitted to bring your own grill as long as it is used outside of the Pavilions.

BOUNCE HOUSES:

- Bounce houses may only be set up at the Fireman's Field. Prior authorization to use the field is required, and may be coordinated with the Penn Yan Fire Department President Jeff Housel by calling 315-759-3436.
- Once approval is received to use the Fireman's Field, the following documentation must be submitted to the Village Clerk's Office:
 - Certificate of Liability Insurance naming the Village as additional insured
 - Hold Harmless Agreement signed by event holder and bounce house rental company

DECORATIONS:

- Streamers, posters, balloons, signs are all permitted.
- We reserve the right to request removal of any sign for any reason.
- Please clean up ALL decorations before you leave.

BATHROOMS:

- Bathrooms are open to the public from May 1st through October 1st
- Bathrooms may be closed due to service problems – advance notice may not be given.

SWIM AREAS:

Swim areas are open from June 25th through Labor Day.

- Based on staffing and weather, it may be open before and after these dates.
- Hours of operation will vary; however, hours will be posted at each Park.
- Please follow all rules and regulations.
- Swim Area Closures:
 - Beaches may be closed due to inclement weather.
 - In the event that adequate lifeguard staff is not available, beaches will be closed without prior notice.
 - The swim area may be closed at any other time due to unforeseen circumstances.
 - Refunds for Pavilion rentals will not be provided due to swim area closures.

GARBAGE:

- All Parks and Pavilions are Carry In/Carry Out – no trash receptables are on site in any Park.

DOGS, GEESE, and OTHER WILDLIFE:

- All dogs must be on a leash and cannot be in the swim area.
 - Lifeguards have been instructed to not leave their post to rescue any animal.
 - Be respectful and courteous to clean up waste.
- Please **DO NOT FEED** the geese, seagulls, or other wildlife.

VILLAGE OF PENN YAN PARKS
Pavilion Reservation Cancellation Form

Pavilion Cancellation Request Policy:

- Refund requests received **30 days or more** before a scheduled rental date will be eligible for a full refund to the rental applicant without approval needed by the Village Board.
- Refund requests received **less than 30 days** before a scheduled rental date must be re-rented to another applicant before a refund may be issued.

Pavilion Location: _____

Name: _____

Address: _____

Phone: _____

Rental Date: _____

This is to inform the Village Office that I am unable to keep by rental date as listed above. I am aware of the Pavilion Cancellation Request Policy as described above.

Signature **Date**

Office Use Only

Date Cancellation Request Received: _____ In Person _____ By Phone _____

Cancellation Request Received By: _____

Village Board approval needed?: Yes _____ No _____ Date Approval Received: _____