



# Application for Reserved Use of Fortin Park Pavilions

Town of Oneonta: Town Hall  
PO Box A, West Oneonta, NY 13861  
Oneonta Town Clerk's Office

Applicant's Name: \_\_\_\_\_

Applicant's Legal Address (Residence):  
\_\_\_\_\_

Applicant's Phone #: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Application Fee: \_\_\_\_\_

Usage Date Requested: \_\_\_\_\_ Times Requested: \_\_\_\_\_

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

### **SELECT A PAVILION** (*capacity in parentheses*)

\_\_\_ Large Pavilion - Hangar ONE (300)                      \_\_\_ Large Pavilion - Hangar TWO (300)

\_\_\_ Small Pavilion - Pine Grove (50) (No electric available at this location)

Event or Activity: \_\_\_\_\_  
Type of event: *Public*  *Private*  Will food vendors be on site? *Yes*  *No*

Estimated Number of People: \_\_\_\_\_

Organization Applying (if applicable): \_\_\_\_\_

\_\_\_\_\_ Certificate of insurance (Town of Oneonta as additional insured)  
\_\_\_\_\_ Indemnification forms from all contractors and organization

Is the applicant a resident of the Town of Oneonta? *Yes*  *No*

### **FEE SCHEDULE**

<i>Pavilion</i>	<i>Town Resident (per day)</i>	<i>Non-Town Resident (per day)</i>	<i>Organization, Business, Institution</i>
Large – Hangar	\$100.00	\$200.00	\$200.00
Small – Pine Grove	\$50.00	\$100.00	\$100.00

**PAYMENTS MAY BE MADE VIA CASH, CHECK OR MONEY ORDER PAYABLE TO "TOWN OF ONEONTA"**

**\*CREDIT / DEBIT CARDS ACCEPTED WITH A PROCESSING FEE\***

**(ALL RESERVATIONS REQUIRE A \$100 PER DAY DEPOSIT)**



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## RULES GOVERNING RESERVED USE OF PARK PAVILIONS

- 1.) Park hours are DAWN to DUSK.
- 2.) **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 Town Clerk's office or town's website. A \$500 deposit is required for all alcohol permits. The deposit will be kept in the event there is damage to the facility or cleanup required by town beyond what is considered normal wear and tear. If a deposit is not returned for one of the preceding reasons and /or there are founded noise complaints or other issues requiring the Town Board's intervention; the permit holder will be banned from future pavilion rentals.
- 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 Town 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 Town 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.) Carry-In / Carry-Out;  
(B.) Remove all decorations & materials used to secure decorations;  
(C.) Any tables moved must be returned to their original position;  
\*Failure to do so will result in the forfeiture of the security deposit.
- 8.) The pavilion will be cleaned once each day by parks maintenance personnel. The Town 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.) No fee exemptions will be granted for in-season weekend / holiday usage.
- 10.) Application fee is **NON-REFUNDABLE** unless cancellation is made at least two (2) weeks prior to scheduled usage.
- 11.) Permit for reserved use of a pavilion will not be granted until any applicable fees are paid in full.
- 12.) Pavilion reservation season begins May 1 and ends October 31.
- 13.) Fortin Park is a smoke free facility and smoking has been banned (to include vaping, chewing tobacco and cannabis) on town property.



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## CERTIFICATION, GENERAL RELEASE AND WAIVER OF LIABILITY

By my signature below, I am affirming that all of the information contained in this application is true and that I am the person who will be responsible for the conduct of the people in attendance at the activity. I understand that I am required to ensure that all trash will be picked up, secured in bags and placed in or near the trash receptacles. I will also remove any decorations and materials used to secure the decorations.

The undersigned, being an adult over the age of 21, or parent and/or guardian of a minor under the age of 21, hereby verifies to the Town of Oneonta, a municipal corporation with offices in the Town Hall, West Oneonta, New York 13861, that as a condition of using town property; that I hereby release and hold the Town of Oneonta harmless from liability for any personal injury or other damage to person or property which may occur while participating in any function on town property. I affirm that I have my own liability, health and/or medical insurance plan which provides coverage in the event of any such personal injury or property damage which may be sustained by me or my guests and attendees. This release shall be binding upon my personal representatives, executors, heirs and administrators.

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

--- Do not write below this line. ---

\_\_\_\_\_  
**Application Fee** \_\_\_\_\_ (Cash / Check / MO / CC) \_\_\_\_\_  
**Received By** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Security Deposit Fee \$100 x (#days) =** \_\_\_\_\_ (Cash / Check / MO / CC) \_\_\_\_\_  
**Received By** \_\_\_\_\_ **Date** \_\_\_\_\_

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**APPROVAL:**

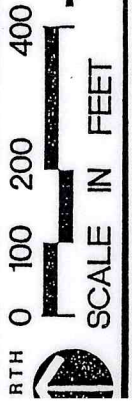
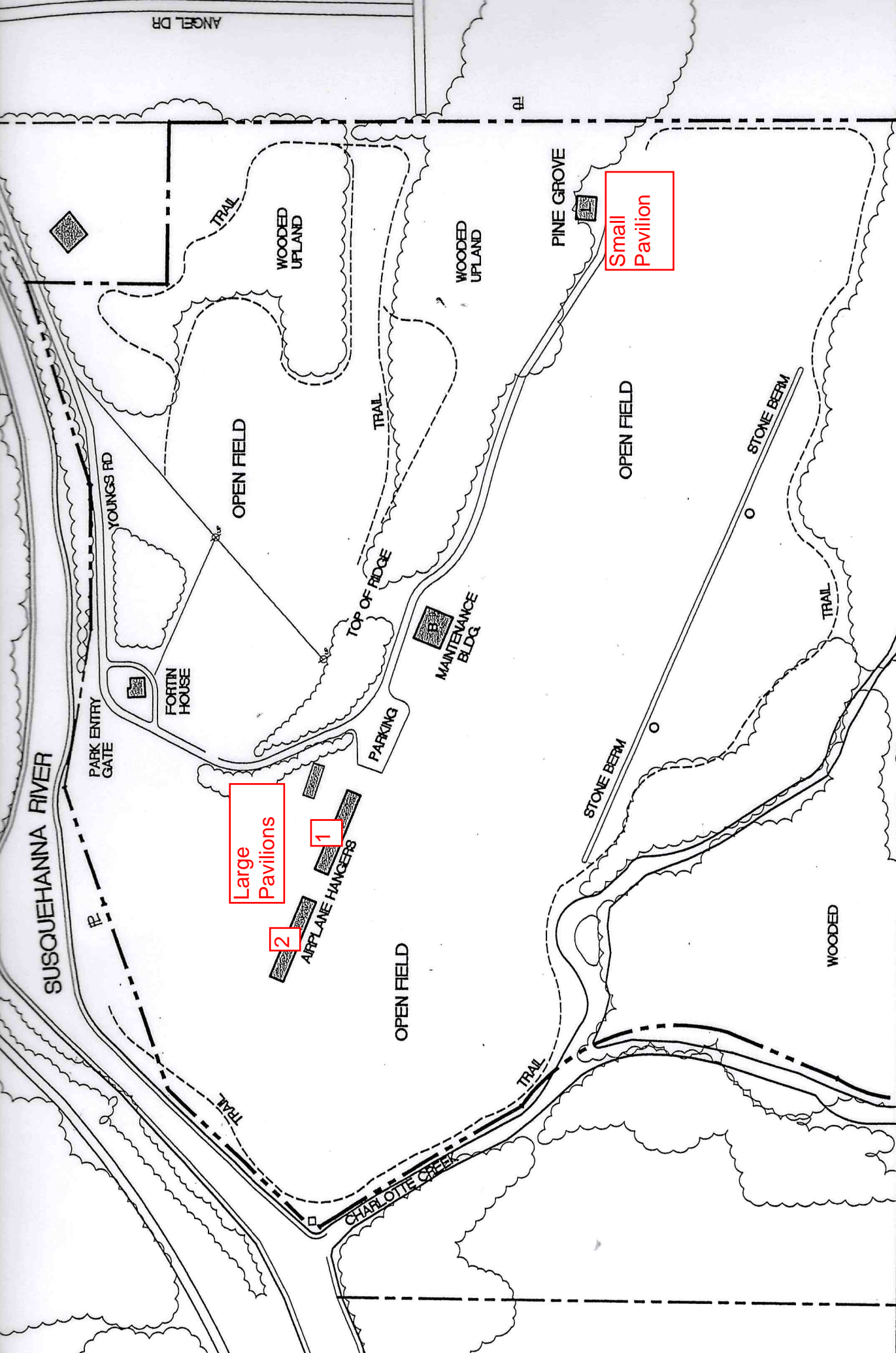
The applicant has been approved to use Fortin Park only the dates specified, subject to the town's rules, special conditions, if any, and local ordinances. The town reserves the right to revoke the permit for failure to comply.

\_\_\_\_\_  
Town Clerk \_\_\_\_\_  
Date

\_\_\_\_\_ Copy to applicant after approval

cc: Town Board, Town Constable

**Security deposit refunded:** \_\_\_\_\_



FORTIN PARK

TRAIL SYSTEM

ANGEL DR

YOUNG'S RD

PARK ENTRY GATE

FORTIN HOUSE

OPEN FIELD

Large Pavilions

2

1

AIRPLANE HANGERS

PARKING

TOP OF RIDGE

MAINTENANCE BLDG

OPEN FIELD

WOODED UPLAND

PINE GROVE

Small Pavilion

OPEN FIELD

STONE BERM

WOODED

CHARLOTTE CREEK