

Rental # _____

PARMA TOWN HALL PARK
Application for Pavilion Use
Parma Town Hall
(585) 392-9461

Today's Date: ____/____/____

For Office Use
Ins. Indem _____
Gen Liab _____
BAS _____
Copies _____

HESS, BURRITT, LIONS PAVILIONS:
Town Residents: \$ 75.00
Non-Town Residents: \$150.00

ALLARDICE PAVILION:
Town Resident: \$ 50.00
Non-Town Resident: \$ 75.00

Scout Rental Fees:
\$25 for Weekday Rentals
\$75 for Weekend Rentals

Rental Fees: Cash, Credit or checks payable to: Town of Parma

Cancellation Fee: any reservation cancelled 30 days prior to an event will receive a refund less \$30.00. No refund if cancelled within 30 days of the event. **Date Change Fee:** \$10.00 will be charged for each date change request.

Renter Name: _____ Day Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Alternate Name/Number: _____

Rental Information: Hess Pavilion Burritt Pavilion Lions Pavilion Allardice Pavilion

Please Circle

Date: ____/____/____ Sun Mon Tue Wed Thu Fri Sat Start Time: ____:____ am / pm End Time: ____:____ am / pm

Type of Activity/Event: _____

Anticipated Attendance: _____ (Group size limited to 125, if over 65 in group, bring extra trash bags)

Will alcohol be served? **Yes** ____ **No** ____ (If yes, fill out alcohol permit on back side)

Will food be prepared by someone other than the renter? **Yes** ____ or **No** ____

If **Yes:** Caterer Name _____
and a copy of their Monroe County Health Dept. Permit must be provided 30 days prior to the event.

List any Special Circumstances (DJ, equipment-grills, bounce house, tents, chairs, tables, etc.) _____

NOTES:

- ABSOLUTELY NO GLASS BEVERAGE BOTTLES ALLOWED WITHIN PARK BOUNDARIES
- Unless otherwise approved by the Town Board, the sports facilities at the Town Hall are for public use during Park hours and will not be reserved.
- Please leave all charcoal ash in the grills provided at each pavilion.

It is hereby agreed that the below-named organization/renter will be fully responsible for the care of the buildings, grounds and equipment and the supervision of all persons coming onto Town premises in connection with this activity; and said organization/renter further agrees to reimburse the Town of Parma in full for any damages to Town facilities or equipment resulting from use as requested herein. I also recognize the rental of these facilities may contribute to the transfer or transmission of an illness or disease, including but not limited to COVID-19, which could result in severe illness, personal injury, permanent disability and/or death. I certify that the below-named organization/renter carries insurance in a sufficient amount to cover such damage to Town buildings or equipment as well as any claims for personal injury/illness in the event of a claim of whatsoever kind or nature against the Town of Parma as a result of the presence or activities of the below-named organization, its members, employees, invites, licensees or guests on Town property, and in the event that such a claim is not fully and completely covered by the below-named organization's insurance, the organization by its duly authorized representative or volunteer whose signature appears below, agrees to indemnify the Town of Parma against any liabilities, losses, and damages of any nature whatsoever that the Town of Parma shall or may at any time sustain or be put to reason of such claim. It is further said that the fee indicated herein will be paid immediately to the Town of Parma.

I have read the regulations set forth on this form, and I do hereby certify that I have been duly authorized by the below-named organization which I represent to enter into this agreement and that the activity which the organization is sponsoring fully meets the conditions set forth herein and that we agree to observe all rules and procedures as stated herein.

Name of Organization/Scout Troop #: _____ or Self

Signature of Responsible Party: _____ Date: _____

OFFICE USE ONLY:

Permit No: _____ Event Date: ____/____/____ Sun Mon Tue Wed Thu Fri Sat Proof of Insurance _____

Payment Date: ____/____/____ Fee Schedule \$ _____ Payment Type: Cash CC Ck Ck # _____

Processed By: _____ After Inspection: _____

TOWN OF PARMA
1300 Hilton Parma Corners Road
Hilton, NY 14468

**INDEMNITY & HOLD HARMLESS
AGREEMENT**

To the fullest extent permitted by law, the event participant shall indemnify and hold harmless, and defend the Town of Parma, the Owner and their agents and employees from and against all claims, or actions based upon property damage, personal injury/illness resulting from any acts, omissions or any other matter whatsoever of the above mentioned event participant, its members, guests and invitees, and anyone directly or indirectly employed by event participant while participating in a Town of Parma sponsored event in the Town of Parma.

This agreement shall include indemnity to the Town of Parma for all costs, counsel fees, expenses or any other liability whatsoever, which may be incurred by the Town of Parma as a result of the above mentioned parties participation. The Town of Parma is hereby named as an additional insured on a primary and non-contributory basis.

Renter:

Print Name

Address

City State Zip

Signature

Date: ____/____/____

ALCOHOL PERMIT

____/____/____
Rental Date

Pavilion

Individual/Organization Representative's Name

Phone

- * New York State Law - Alcohol cannot be dispensed to minors under the age of 21 years.
- * Absolutely no glass beverage bottles of any kind will be allowed as part of your function.
- * Absolutely no hard liquor (only alcohol allowed is beer and wine).

I have read and understand the Town of Parma policies for facility rentals listed in the Town's Application for Facility Use form; and further recognize how #9 and #10 directly relate to the dispensing of alcoholic beverages. Therefore, I do hereby certify that I have been duly authorized by the above-named organization to enter into agreement with the Town of Parma and will be responsible for upholding the rules for the dispensing and consuming of alcoholic beverages.

____/____/____
Date of Birth

Signature

(Must be 21 Years of Age)

**RESPONSIBILITIES OF
THE REQUESTER**

(Unless otherwise stated on this form)

1. The representative of the group or organization requesting the use of the facility shall sign this request form and file it with the Parma Town Clerk.
2. Any group or organization using Town facilities must agree to enforce all rules and regulations in effect to ensure safety, sanitation, and protection of Town property.
3. If equipment, apparatus, decorations, animals, or other unusual items are brought onto the Town hall property, it must be so stated on this application, and all regulations set forth by the Town must be followed. The Town of Parma is not responsible for any liability for damage to supplies and/or equipment. (Please note under comments and special conditions on attached sheet.)
4. Storage of non-Town property is limited to the duration of the event and must be removed promptly after your function.
5. Any organization which leases or uses parts of any building or grounds, except solely for meetings or picnics, shall have in effect proof of public liability insurance coverage insuring its members in amounts and upon terms and conditions acceptable to the Town of Parma.
6. Parking will only be permitted within the designated parking areas next to each pavilion being reserved.
7. All picnic tables must be put back under the pavilion when leaving.

TOWN OF PARMA POLICIES

1. All facility use will be subject to all rules and regulations set forth in Chapter 20 of the Town of Parma Code Book.
2. Town facilities will be permitted on a first-come basis. Any government use or ordinance shall take precedence over any other scheduled activity.
3. Park fees will be levied according to the fee schedule, with fees adjusted for non-resident use. **All fees will be due at the time of submitting the application.**

TOWN POLICIES Cont.

3. **Cont. - Cancellations must be made thirty (30) days prior to the scheduled event to receive a refund. There will be a \$30.00 cancellation processing fee deducted on all refunds.** There is a \$10.00 fee for any date change.
4. No requests will be handled over the phone. Requests must be processed in person at the Parma Town Hall, 1300 Hilton-Parma Rd. Hilton, NY 14468 M-F 8am-4pm. To be considered, all requests must have a completed application, deposit and proper rental amount.
5. Checks should be made payable to Town of Parma.
6. There will be no rain dates issued.
7. No facility shall be used for personal profit.
8. All persons will be responsible for cleaning and restoration of area after event. All damages must be reported. A charge will be assessed for any damages, cleaning and rearranging that has not been done or reported. Damages must be reported to the Town Clerk's office by 12 noon of the next business day.
9. Alcoholic beverages are permitted in the immediate area of the rental facility, provided all those who consume alcoholic beverages comply with legal New York State drinking age and that the proper alcohol permit has been completed and filed with the Town. (No additional fee.) Permits must be completed prior to the event.
10. Absolutely no glass beverage bottles of any kind will be allowed at the park.
11. Any special or high risk activities may require proof of insurance and prior approval from the Parma Town Board.
12. Person signing this Application and Alcohol Permit must be 21 years of age.
13. Renters must sign the Indemnity and Hold Harmless Agreement.
14. Park Hours are 9am-9pm 4/1-10/31, and 9am-5pm 11/1-3/31. Park pavilion rental hours shall be from 9am-9pm 4/1-10/31; there is limited access to Facilities and Pavilions between 11/1-3/31.

**For Assistance please call –
(585)739-3285**

RENTAL # _____

Facility: _____ Reservation Date: ____/____/____

As renter of a Town of Parma Facility, I _____ understand:

- An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the CDC, senior citizens and guests with underlying medical conditions are especially vulnerable. By renting a facility with the Town of Parma, you voluntarily assume all risk related to exposure of COVID-19.
- All Mandated State Large Gatherings Guidelines will be monitored and followed. <https://coronavirus.health.ny.gov/travel-large-gatherings-and-quarantines>
- Rental fees will be levied according to the fee schedule and will be due at the time of application.
- Cancellations must be made thirty (30) days prior to the scheduled event. To receive a refund prior to 30 days a \$30.00 processing fee will be deducted from the refund.
- There is a \$10.00 charge for each change of reservation date.

By signing the rental agreement attached, you agree to follow all State/County Large Gathering Guidelines at the time of rental and assume the risk that you will not get a refund if your party must cancel because it will not meet those requirements. The Town of Parma cancellation policy in place will be followed.

Signature: _____ Date: ____/____/____

Cancellations or date change requests must be received in writing. Please use the form below to request a date change or cancel your rental.

Cancel rental for: _____ on ____/____/____. Requests must be received 30 days prior to rental date and there is a \$30 cancellation fee. NO REFUNDS if within 30 days.

Change date of rental from: ____/____/____ to ____/____/____. Must be completed prior to rental date and subject to availability and \$10 fee.

Signature: _____ Date: ____/____/____

For Office use only: Date received _____ Approved: _____ Denied _____ Reason: _____

RT. 259—Hilton Parma Corners Road

