

**TOWN OF LYSANDER PARKS & RECREATION DEPARTMENT
PICNIC SHELTER RESERVATION**

Date Reserved _____ Please Circle Day: **M T W TH F S S**

Rotary Pavilion _____ Electricity Use (\$10.00 fee) _____ Small Pavilion _____

Arrival Time _____ Departure Time _____
 (*No earlier than 9:00 am) (*Dusk or no later than 8:45 pm)

Group Representative _____ Approximate # of People _____

Name of Group _____

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ (Work) _____ (Cell) _____

Security Deposit Refund Check Should Be Issued To: _____

Email Address _____

Responsible Person _____

**** Must Be On Site During Times Listed Above ****

ACTIVITY PLANNED (PLEASE CIRCLE):

PICNIC GRADUATION REUNION BIRTHDAY PARTY OTHER _____

Softball Field/Number _____ Time (Max 2 hrs) _____

I hereby acknowledge that I have read, understand and agree to comply with the park's terms and conditions (see back side). I further verify that I am 21 years of age or older and assume responsibility for the above group. I understand the Town of Lysander is providing the above listed group with use of the designated pavilion so long as park policy is obeyed. I have read & understand the park rules, in particular that NO ALCOHOL & or DOGS are allowed in the park and that there is NO SMOKING in the pavilion areas, and will enforce with my group.

 Group Representative's Signature

 Park Representative's Signature

Date _____

Date _____

* OFFICE USE ONLY *

Pavilion: Amt paid _____ Date Paid _____ Receipt Number # _____

Electric: Amt paid _____ Date Paid _____ Receipt Number # _____

Sec. Deposit Amt paid _____ Date Paid _____ Receipt Number # _____

Special Notes: **NO ALCOHOL OR DOGS ALLOWED IN THE PARK**

***Pavilions must be cleaned up & patrons ready to leave 15 minutes before closing**

Security Deposit refund check # _____ Issued on _____.

LYSANDER PARK PAVILION FEES

	<i>ROTARY PAVILION</i>	<i>SMALL PAVILION</i>
FEE	\$50.00 plus \$10 for electric	\$30.00 (Up to 50 people)
(100 - 150 people)	\$60.00 plus \$10 for electric	\$40.00 (50 – 100 people)
SECURITY DEPOSIT	\$25.00	\$25.00
PICNIC TABLES	8 inside, 2 outside	4 inside, 1 outside
BARBEQUE GRILL	2	1
ELECTRICITY	YES for a \$10 fee	NO
WATER *	YES	NO

NOT FOR SPRINKLERS OR HOSING

RESTROOMS AVAILABLE AT THE MAIN BUILDING

Pavilion Reservation Notes

NO ALCOHOL ALLOWED – NO SMOKING IN AND AROUND PAVILION

- 1) The group will be responsible for returning the facility to its original set up when finished. (Put trash in receptacles, clean off tables, pick up trash on floor & grounds, remove decorations etc.) The security Deposit may not be returned if the area is not acceptable.
- 2) Any supplies or equipment must be provided by the group reserving the facility. Propane grills may be brought in but must be located outside the pavilions.
- 3) No water balloons allowed at parties/picnics!
- 4) Groups using the facility are expected to follow the Rules of the Park. (See attached)
- 5) Groups understand that they are entitled to exclusive use of the pavilion, but not all of the other park facilities. They are still open to the public.
- 6) **Tents:** Permission may be granted for erection of a tent; however, the request **must** be made to the park **prior** to your reservation.
- 7) **Caterers:** If a caterer is to be used, the office *must* know in advance.
- 8) **Closing:** check with Park Attendant for closing time – all groups must be picked up & **ready to leave 15 minutes prior to closing.**

Refund Policy

Full refund minus **(\$10.00)** Administrative Fee - Four weeks in advance.

Half refund minus **(\$10.00)** Administrative Fee - Two weeks in advance.

NO Refund - under 2 weeks or for inclement weather.

BOUNCED CHECK POLICY: \$20.00

NOTE: The Town of Lysander reserves the right to deny use of park facilities in subsequent years based on problems encountered with a pavilion group.

Return completed form with a check made to the Town of Lysander to:
 Lysander Parks & Recreation
 8220 Loop Rd
 Baldwinsville NY 13027