

**TOWN OF LYSANDER PARKS & RECREATION DEPARTMENT
PAVILION RESERVATION**

FIELD _____

TIME _____

HRS

Date Reserved (Please Circle Day) **M T W TH F S S** - ____ / ____ / ____

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

(Park Hours are from 9:00 am and Dusk, No later than 8:30 pm)

Check One - 5 Hour Time Slot: OR Full Day: Additional Tent: 10'x10' Pop Up
 9:00 am to 2:00 pm 9:00 am to 8:00 pm SRAY PARK PERMIT: _____
 3:00 pm to 8:00 pm

Group Representative _____ Approximate # of People _____

Name of Group _____

Security Deposit Refund Check Should Be Issued To: _____

Address _____

(Where you would like your security deposit returned to)

City _____ State _____ Zip _____

Phone: (H) _____ (W) _____ (C) _____

Email Address _____

Responsible Person _____

**** Must Be On Site During Times Listed Above ****
 TYPE OF EVENT: PICNIC GRADUATION REUNION BIRTHDAY PARTY MEETING
 (Please Circle One)

OTHER: _____

Sign the back of this form.
 Submit it with a full payment to: Lysander Parks & Recreation, 8220 Loop Rd., Baldwinsville NY 13027.
 Make your check payable to: **Town of Lysander** or to pay by credit card please list a time and phone number to contact you between the hours of 9 a.m. and 4:30 p.m. here:

* _____ OFFICE USE ONLY _____ *

Sec. Deposit: \$ _____ Small Pavilion: \$ _____ Field: \$ _____

Electricity: \$ _____ Rotary Pavilion: \$ _____ Additional Fees: \$ _____

Date Paid ____ / ____ / ____ Receipt Number # _____ Check # _____

***Pavilions must be cleaned up & patrons ready to leave 30 minutes before closing**

Park Attendant _____, Facility was / was not left in an acceptable manor.

(Briefly Describe Issue)

Refund check # _____ Amount Refunded \$ _____ Issued on ____ / ____ / ____

LYSANDER PARK PAVILION INFORMATION

	<u>ROTARY PAVILION</u>	<u>SMALL PAVILION</u>
AM Half Day 9 am - 2pm	\$60.00	\$40.00
PM Half Day 3 pm - 8pm	\$60.00	\$40.00
Full Day 9 am – 8 pm	\$100.00	\$60.00
SECURITY DEPOSIT	\$25.00	\$25.00
PICNIC TABLES	8 inside, 3 outside	6 inside, 1 outside
BARBEQUE GRILL	2	1
ELECTRICITY	YES additional fee of \$10.00	NO
WATER	YES NOT FOR SPRINKLERS OR HOSING	NO
FIELD FEE	\$15 (Per hr.)	\$15 (Per hr.)

RESTROOMS ARE LOCATED AT THE MAIN BUILDING AND TRASH BAGS ARE PROVIDED.

NO ALCOHOL OR WATER BALLOONS ALLOWED NO SMOKING IN AND AROUND PAVILIONS, BUILDINGS AND PLAY AREAS

- 1) The “group” is responsible for returning the facility to its original set up when finished.
 - Clean off tables, remove decorations, pick up trash on the floor & grounds, put trash in receptacles etc.
 - Please replace wooden picnic tables to the pavilion, if removed.

The security deposit will not be returned if the area is not acceptable.
- 2) We only provide the items mentioned, any other supplies needed must be provided by the group reserving the facility.
- 3) Propane grills may be brought in but must be located outside the pavilions.
- 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 area they have reserved, but not the other park facilities, which are still open to the public.
- 6) **Tents:** Permission may be granted for the erection of a tent, however, the request **must** be made thru the park office **prior** to booking your reservation.
- 7) **Caterers:** If a caterer is to be used, the office *must* know in advance will need a Certificate of Insurance naming the **Town of Lysander** as additionally insured.
- 8) **Closing:** check with Park Attendant for closing time – all groups must be picked up and **ready to leave 30 minutes prior to closing.**
- 9) All pavilion users must read and follow ALL Lysander Park Rules & Regulations
- 10) **Bounce Houses and Water Sprayers** are not permitted.
- 11) The Town of Lysander reserves the right to deny the use of any and all park facilities in future requests based upon problems encountered with anyone renting or invited to a park area.

Cancellation / Refund Policy / Bounced Checks

Up to Four weeks in advance - Full refund minus **(\$15.00)** Administrative Fee.

Up to Two weeks in advance - Half refund minus **(\$15.00)** Administrative Fee.

Less than 2 weeks or for inclement weather - NO Refund.

Bounced check fee is \$20.00 - If not paid before the event the reservation will be cancelled.

I hereby acknowledge that I have read, understand and agree to comply with the park’s rules and policies. 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 area so long as park rules are obeyed and that the Town reserves the right to refuse use of a park area for any reason. **I have read & understand the park rules, in particular that NO ALCOHOL or WATER BALLOONS are allowed in the park and that there is NO SMOKING in the pavilion areas, and will enforce this with my group.**

Group Representative’s Signature & Date

Park Representative’s Signature & Date