## STEWART PARK LARGE PAVILION RESERVATION FORM

| Organization/College/Club:                   |   |   | Reservation Day & Date:  |           |
|--|---|---|--|-----------|
| Contact Person:                              |   |   | Municipality:  |           |
|  |   |   | (City/Town/Village)  |           |
| Address:                                     |   |   | Arrival Time:  |           |
|  | (Street Address)                              | )   | Departure Time:  |           |
|  |   |   | Group Size:  |           |
| (City)                                       | (State)                                       | (Zip Code)  | Email Address:   | _         |
| Phone/Cell Number:                           |   |   | Reason for Reservation:  | _         |
| Is your reservation                          |   |   | o the public), such as a chicken BBQ or similar act and the pavilion EXCLUSIVELY)  | ivity?    |
| Is your reservation                          | for individual/fam                            | ily use (i.e., birthday □ Yes                     | party, graduation party, family reunion, wedding,  | etc.)?    |
|  |   |   | erect tents/signs/use amplified music/alcohol)   | □ No      |
| _ <u>-</u>                                   |   | 20x20) Building Divis                             | sion (607) 274-6508. Application available on-line at  | :         |
| Amplified Sound: http://www.cityofith        |   | ) 274-6501. Application                           | n available on-line at:  |           |
| and/or requires three<br>you may require a S | e or more permits (as<br>pecial Event Permit. | ssembly, street closure,                          | e Cayuga Waterfront Trail and/or requires City service, tents, amplified sound, providing or selling food/alcoty Clerk's Office at (607) 274-6570 or review the ecial-Events |           |
|  |   | provided at your event<br>al permit. Please conta | ? ☐ Yes ☐ No ct the Clerk's Office at 607-274-6570.  |           |
|  | urage the use of pa                           | vilions by more than                              | VE USE, YOU MAY BE SHARING THE PAVILION one group whenever possible and practicable.   | <u>NC</u> |
|  | <u>Individ</u>                                | uals/Families                                     | Organizations/Clubs/Colleges   |           |

| _                            | ndividuals/Families f the City of Ithaca: | Organizations/Clubs/Colleges  & Non-City Residents: |
|------------------------------|---|---|
| Up to 24 people              | \$ 45.00                                  | \$ 55.00  |
| 25 - 74 people               | \$ 90.00                                  | \$115.00  |
| 75 - 99 people               | \$130.00                                  | \$170.00  |
| 100 - 149 people             | \$165.00                                  | \$215.00  |
| 150 + people or (Exclusive U | se): \$200.00                             | \$260.00  |

**Refunds:** There is a \$15 processing fee deducted from any pavilion refund. Refunds may be made under the following circumstances:

• When the cancellation is received in writing less than 60 days after reservation is received, and at least 45 days prior to the date of the reservation or when an error has been made by an employee of the City of Ithaca as to the pavilion or space to be reserved.

## Other information and park rules:

- The reserved use of Stewart Park and/or its facilities is by permit only through authorization of the Board of Public Works or its agent.
- Reservations may not be transferred, assigned or sublet to another individual or organization.
- The Park opens at 8:00 a.m., closes at 10:00 p.m., and during the remaining hours of darkness.
- All motor vehicles must park only in designated parking areas. Parking on the grass is prohibited.
- The use of staplers, tacks, nails and/ or glue is prohibited in the pavilion; please only use allowable adhesive products for decorating, such as: non-residue producing tapes (painters tape). Any physical damage to the pavilion after your group use may be subject to additional fees/charges for any such damage.
- The sale of goods and/or services within the park is prohibited except as allowed below: **INITIALS** 
  - The grounds and facilities at Stewart Park may not be used by an individual, group or organization to raise money except that a not-for-profit group or organization may schedule one (**but not more than one in a calendar year**) chicken barbeque or similar activity.
- The sale of alcoholic beverages is prohibited, the possession and use of alcoholic beverages is not prohibited and may require an alcohol permit. Please see information above regarding alcohol permit.
- Dogs are allowed on a leash in Stewart Park, but are prohibited in the bird sanctuary areas. INITIALS
- Groups that reserve the large barbeque pit must provide their own grates.
- Pavilions are cleaned each morning for use that day. Please clean up after your use; leave the pavilion clean and orderly. Pavilions are open to the public when not rented. All reserving persons/groups should include set up and clean up time in their reserved time.
- Pavilion renters who fail to perform adequate clean-up, or damage occurs to city property and facilities, will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future Event applications or the requirement of a cash deposit or surety bond for future events. All garbage must be carried out of the park. You are responsible for cleanup, removal of any and all decorations, food, paper products, glass products, etc. If additional cleaning or garbage removal is required after your rental of the pavilion, you may be subject to a minimum cleaning charge of \$50.00, plus \$50.00 per hour of staff time, required to return the pavilion to its original condition.
- Only one reservation will be accepted per group, per event, per year.

**INITIALS** 

I agree to abide by all rules and regulations of Stewart Park. I further agree to pay for all damages to the facilities at Stewart Park which may be caused by my group/organization use (other than normal wear and tear). It is also understood that the City reserves the right to cancel any reservation at any time should a conflict arise with your use of the facilities (an appropriate refund would be made). Furthermore, I agree to not hold the City of Ithaca or any of its employees responsible for any and all accidents, injuries, damages or monetary loss from my group/organization's use of the facilities at Stewart Park.

| Signature:  | Date:  | ite:            |  |  |  |  |
|---|--|-----------------|--|--|--|--|
| Method of Payment: All reservations are made on a first come first served paid basis. Reservations are not accepted over the phone. You may return this form with payment to the <i>Ithaca Youth Bureau</i> , 1 James L. Gibbs Orive, Ithaca, NY 14850 in person or by mail. Reservations may be faxed to (607) 273 - 2817. Make checks payable o: Ithaca Youth Bureau. |  |                 |  |  |  |  |
|   | Visa/MC/Discover/American Express □ Cash □ Check #<br>(circle one) | Office Use Only |  |  |  |  |
| Card Number   | Expiration Date/   | Date            |  |  |  |  |
|   | (last 3 digits on back of card) Amount \$                          | Initials        |  |  |  |  |
| Authorized Sign   |  | Paid \$         |  |  |  |  |