

VILLAGE OF ALTAMONT PARKS DEPARTMENT

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☐ Fee Paid
☐ Sec Dep Paid
☐ Calendar
☐ Sec Dep Return
☐ SEP ☐ APD ☐ VB
☐ Confirmation

REQUEST FOR USE OF PARK FACILITIES

Check facility: ☐ Large Pavilion – Bozenkill Park ☐ Small Pavilion – Bozenkill Park
☐ Orsini Park ☐ Schilling Park Shelter

PERSON IN CHARGE: _____

ADDRESS: _____

ORGANIZATION: _____ E-MAIL: _____

DATE REQUESTED: _____ TIME: _____ PHONE: _____

TYPE OF EVENT: _____

NUMBER OF PERSONS EXPECTED: _____

RENTAL FEE: \$ _____ MAKE CHECKS PAYABLE TO THE "VILLAGE OF ALTAMONT".
NON-REFUNDABLE POLICY IN EFFECT ON CANCELLATIONS
(Please refer to Village of Altamont Facilities Rental Fee Schedule)

Caterer : _____ (Caterer must submit Certificate of Insurance prior to event)

ALCOHOL BEVERAGE PERMIT

PERSON IN CHARGE: _____ LICENSE PLATE # _____

MAKE OF CAR: _____ YEAR: _____

BEVERAGE: WINE: ☐ BEER: ☐ LIQUOR: ☐ DATE APPROVED: _____ APPROVED BY: _____

In consideration of fee charged, it is understood that the person(s) in charge shall indemnify and save harmless the Village of Altamont and all its officials, agents or employees from all suits, actions or claims arising from the use of the Village facilities.

☐ I confirm that I have read all the attached "MUNICIPAL PARK USE REGULATIONS". I acknowledge that all the parks are "CARRY IN-CARRY OUT" and agree to gather and remove all event trash from the park.

Signature of PERSON IN CHARGE: _____

OFFICE USE ONLY

Date Request Received: _____ Date Approved: _____ Approved by: _____

Payment Received: _____ Method of Payment: _____ Received by: _____

Special Considerations For Use: _____

VILLAGE OF ALTAMONT
MUNICIPAL PARK USE REGULATIONS

The Village of Altamont has four parks. Three of these parks are located within the Central Business District. Orsini Park is located adjacent to the Altamont Free Library Historic Train Station and is designed for passive use. This park hosts a number of free community events throughout the year including music, movies, and special events. The Gazebo may be rented out for wedding ceremonies and photographic shoots. Angel Park is located across the street and is a small area dedicated to the loss of a child. This park is not available for rent. Schilling Park is a semi passive pocket park located on Maple Avenue. This park features a toddler play area, butterfly gardens and a labyrinth. A small pavilion provides some respite from the sun. This park may be rented out for wedding ceremonies and photographic shoots. The Benjamin M. Crupe Bozenkill Park located on Gun Club Road offers numerous recreational opportunities including swimming, tennis, basketball, baseball, volleyball, small playground and open fields for football and soccer. This park contains 2 pavilions, a stage and a number of open picnic areas with grills. The pavilions may be rented. The large pavilions will accommodate approximately 160 to 190 people and the small pavilion will accommodate approximately 16 to 20 people.

There is a “SMOKE FREE” policy in place for all Village Parks.

HOURS OF USE: Park rental hours are 7 am to dusk for Orsini, Angel and Schilling Park. Hours are subject to change during community events. Bozenkill Park may be rented from 9 am to 7 pm except Monday through Friday during Summer Camp Program in which rental of the park is limited from Noon to 7 pm.

MOTOR VEHICLE OPERATION AND PARKING: Vehicles must remain on pavement and may only park in designated parking areas unless specifically authorized by Village Clerk. Only Staff and Handicapped-designated vehicles may be parked in the area by the large pavilion in Bozenkill Park. Vehicles must abide by posted speed limit. Unlicensed motorized vehicles, off-road and recreational vehicles (ATV, Snowmobiles) are prohibited.

USE OF NON-MOTORIZED VEHICLES: Skateboards and roller blades/in-line skates are prohibited. Bicycle riders must wear proper safety helmets as required by NYS Law and are allowed on paved areas only.

ACCEPTABLE CONDUCT: All unlawful conduct is prohibited. Unruly activity and abusive, loud or foul language is prohibited. Patrons engaged in disruptive, destructive or hazardous behavior will be warned ONCE and asked to leave if behavior continues.

NOISE: Loud music, loud speakers, or unreasonable noise is prohibited. Sound amplifying equipment may be used in conjunction with an event but only as specifically authorized by the Village Clerk.

ALCOHOLIC BEVERAGES: Possession and consumption of alcoholic beverages by persons over the age of 21 is allowed at Bozenkill Park only and a permit must be obtained and authorized by the Village Clerk. The permit is part of the Facilities Use Request Form.

REFUSE AND DISPOSAL: It is unlawful to dump, deposit, or leave any bottles, glass, ashes, paper, boxes, cans, dirt, rubbish or other trash on Village property. All Village parks are CARRY IN-CARRY OUT. Trash receptacles are provided for use by our residents and guests, but all garbage and refuse must be removed following events.

OPEN FIRES: Barbeque grills are provided at Bozenkill Park at the pavilion and in the various picnic areas. Grills cannot be left unattended and all live coals must be extinguished after use. Any requests for open fires or fire pit devices are regulated by the Fire Inspector and must be pre-approved for use. Contact the Village Clerk for more information relating to open fires and fire pits.

PRESERVATION OF PROPERTY: Defacing, disturbing, destroying or removing any trees, flowers, shrubs, rocks, structures, benches or other property is prohibited. Grounds and facilities must be maintained in a clean and sanitary condition. Taping, drilling or stapling to hang signs or decorations is prohibited.

ANIMALS: Persons bringing pets into the parks shall keep all pets on a leash. Leads or leashes used to control pets shall be no longer than 8 feet. Pets are not allowed into playground areas. Pooper Scooper laws are in effect and must be observed. Habitual and persistent barking to a disturbing level is prohibited.

ACTIVITIES WHICH REQUIRE A PERMIT OR RESERVATION: All Village parks are open to the public for daily leisure activities. Residents and groups who wish to hold an event and/or special event (wedding, group picnic, reunion, concert, etc.) are required to complete a FACILITY USE REQUEST form (available on-line or at Village Hall), submit proof of insurance, and pay the appropriate fees associated with the event. A Special Event Permit may also be required.

RESERVATION POLICY: Official Village functions, including those of Altamont Fire Department and Altamont Police Department, will be given priority. All other reservations are on a first come-first served basis. Commercial vendors are prohibited unless specifically used in conjunction with an approved event and, unless exempted, must fill out a peddler's application available from Village Hall. (i.e. Brooks Barbeque, Crazy Herb). A reservation application (Facility Use Request Form) and fee must be submitted to the Village Clerk one month prior to event. Requests for reservations will be held for no longer than 10 days without the submittal of Facility Use Request form (and Special Event Permit form, if applicable) and payment of fees. The Village has a non-refundable cancellation policy.

INDEMNIFICATION OR INSURANCE REQUIREMENTS: Individuals requesting use of facility must sign the acknowledgement of indemnification. A Certificate of Insurance is required from non-profit organizations, vendors and caterers used at private parties.

TENTS OR STRUCTURES: Tents or other temporary structures for any activity in any Village Park cannot be set up without the prior approval and final inspection of the Superintendent of Public Works in order to avoid possible damage to underground facilities.

CAMPING: Overnight camping is prohibited in Village Parks. Boy Scouts, Girl Scouts and similar youth groups will be given consideration following written requests to hold supervised overnight tent camp-out at Benjamin M. Crupe Bozenkill Park only.

VENDING AND FUNDRAISING: Commercial sales, peddling, or fund raising is prohibited unless authorized in writing by the Village Clerk. Advertising or sign posting is prohibited on public lands or adjacent highways.

ENFORCEMENT AND PENALTIES FOR OFFENSES: A violation of these rules shall constitute an offense punishable by a fine of not less than twenty-five dollars (\$25.00) and not more than two hundred fifty dollars (\$250.00) for the first conviction.

<u>Facilities Rental – Everyone (including Village staff, Board members, APD/AFD who reserves must pay the \$50 security deposit (returned after event if no issues) and \$50 kitchen fee if using the kitchen.</u>	<u>Hours</u>	<u>Altamont Residents</u> Parties or events of <u>up to 100 guests</u> Application required	<u>Non-Residents</u> Parties or events of <u>up to 100 guests</u> Application required	Altamont Based Non-Profit Groups, Village Officials, Employees, APD & AFD: <u>one (1) free rental per calendar year.</u> Application required. Must pay \$50 security deposit and \$50 kitchen fee if used. No fee or Security deposit for <u>Village-sponsored events</u> (such as AFD Fundraisers). Event sponsors must clean facility & kitchen if used.	Large parties or events of <u>100 + guests</u> Application required	<u>Notes</u> All Village Rental Facilities are carry in/carry out. All garbage and refuse must be removed following event. Parks and Community Room are smoke-free. For All Facilities: Use of Caterer <u>requires Insurance Certificate</u> See Park Use or Community Room Regulations
Bozenkill Park Large Pavilion - 19 tables x 10=190 people capacity.	1 pm to <u>7pm</u> Mon - Fri 9 am to <u>7pm</u> Sat & Sun Memorial Day to Columbus Day	<u>\$ 150</u> includes free parking (swimming fees not included) <u>\$50 refundable security deposit</u>	<u>\$ 300</u> includes free parking (swimming fees not included) <u>\$50 refundable security deposit</u>	No charge <u>Parking: Free</u> Swimming fees not included with free rental.	\$ 500 Weddings, Businesses & Groups 100+. <u>Parking: Free.</u> Swimming fees not included. Smaller groups - use Basic Fee Schedule	Use of Caterer - requires Insurance Certificate <u>Residents: \$ 5 swimming per person. \$ 3 for ages < 5 years. Free for Seniors 62+.</u> <u>Non-residents: \$ 7 swimming per person. \$ 5 for ages < 5 years and \$ 5 for Seniors 62+.</u> <u>Parking: Free</u>
Bozenkill Park Small Pavilion – 2 tables = 16-20 people capacity	1 pm to <u>7pm</u> Mon - Fri 9 am to <u>7pm</u> Sat & Sun Memorial Day to Columbus Day	<u>\$ 50</u> includes parking up to 10 vehicles (swimming fees not included) <u>\$50 refundable security deposit</u>	<u>\$ 100</u> includes parking up to 10 vehicles (swimming fees not included) <u>\$50 refundable security deposit</u>	No charge <u>Parking: Free</u> Swimming fees not included with free rental.	N/A	Use of Caterer - requires Insurance Certificate <u>Residents: \$ 5 swimming per person. \$ 3 for ages < 5 years. Free for Seniors 62+.</u> <u>Non-residents: \$ 7 swimming per person. \$ 5 for ages < 5 years and \$ 5 for Seniors 62+.</u> <u>Parking: Free</u>
Orsini Park – 150 people capacity	9 am to Dusk Year Round	<u>\$ 50</u> per event (e.g. Wedding Ceremony) On Street Parking Only <u>\$50 refundable security deposit</u>	<u>\$ 100</u> per event (e.g. Wedding Ceremony) On Street Parking Only <u>\$50 refundable security deposit</u>	No charge On Street Parking Only	N/A	Use of Caterer - requires Insurance Certificate
Schilling Park Shelter	9 am to Dusk Year Round	<u>\$ 50</u> per event (e.g. Wedding Ceremony) On Street Parking Only <u>\$50 refundable security deposit</u>	<u>\$ 100</u> per event (e.g. Wedding Ceremony) On Street Parking Only <u>\$50 refundable security deposit</u>	No charge On Street Parking Only	N/A	Use of Caterer - requires Insurance Certificate
Village Hall Community Room 170 people capacity. Updated 2-1-24	Mon-Sun 7 am to 11pm Mon & Tue each month - not available	<u>\$ 150</u> (six hours) \$35 for each added hour. \$50 refundable security deposit and \$50 kitchen fee if used	<u>\$ 300</u> (six hours) \$35 for each added hour \$50 refundable security deposit and \$50 kitchen fee if used	No charge for room. Must pay \$50 security deposit & \$50 kitchen fee if used. Use of Caterer - requires Insurance Certificate	\$ 500 Weddings, Businesses & Groups 100+ (six hours) \$35 for each added hour	Tables and Chairs included in rental. Kitchen Use Is Not included in rental – Separate Application & \$50 Fee. Use of Caterer-need Insurance Cert.

Community Room Tables: Round – 4 small + 20 large 8’. Rectangular – 1-4’ + 1-6’ + 5-8’ Chairs: 192.