

**VILLAGE OF ARKPORT PARK
RESERVATION FORM & RULES AND REGULATIONS**

The Village Park and its facilities are available to Village residents, Village organizations and outside users. Reservations must be made prior to the event through the office of the Village Clerk and may be subject to approval by the Board of Trustees.

Village office hours are Monday – Thursday from 9am-1pm. Office Phone 607-295-7346
Mail in applications accompanied with deposit check is permissible
Village of Arkport, PO Box 465, Arkport, NY 14807-0465

Reservations:

1. Application, liability waiver and **security deposit** of \$45.00 must be received in the Village Office prior to event date to reserve the location. Payment in the form of cash, check, money order or credit card are accepted.
2. A **rental fee** of \$65.00 for the use of the facilities **must be paid 10 days before the date of your reservation.**
3. Key (for bathrooms) **MUST** be picked up the Thursday before your reservation. Village office closes at 1:00 PM.
4. Your \$45.00 security deposit will be returned to you when the key is returned (See Rule #3)

Rules:

1. The Village Park and Bathroom Facilities are to be left in clean and tidy condition.
2. **ALL TRASH AND GARBAGE MUST BE REMOVED WHEN YOU LEAVE THE PARK.**
3. The cost of any damage and repair in excess of the security deposit will be billed to the signer.
4. The key must be returned to the Village Office on the same day after the event. A drop box is located in the front of the Village Office Door.
5. Music (live bands, disc jockey or recordings) will be played at a reasonable decibel level. Complaints from nearby residents will result in an immediate order to cease such entertainment and may jeopardize future use of the premises.
6. All occupants must clear the premises by the close of the park at **10:00 pm.**
7. Cancellation made 10 days prior to the event will receive refund of deposit. If cancelled 9 days or less the deposit is non-refundable.
8. By signing this application, you hereby knowingly and freely assume all responsibility for any risk of lost, stolen or personal property damage, or injury that may be sustained while on Park premises. I hereby release the Village of Arkport and staff (Mayor, trustees, dpw and office staff) of all responsibility and liability of injury, death, loss or damage to personal property associated with activities participated in this event.

Fill out the information requested, sign as indicated and return to the Village Hall Office.

Date and Time Facilities Requested: Date: _____ Time: _____

Name: _____ Phone: _____

Mailing & Email Address: _____

Reason for use: _____

Park Payment: \$65.00 Cash _____ Check# _____ Key# _____ Return Date _____

Park Deposit: \$45.00 Cash _____ Check# _____ Dep. Returned Date _____

Emergency Contacts: Patricia Amidon 607-769-0723 Theo Holder 607- 382-6195 Bonnie Dungan 607-382-5118
Ambulance/Fire: NYS Police /Sheriff: 911

→ I hereby agree to comply with the rules and regulations as stated above. PLEASE SIGN

Signature

Date