

# **TOWN OF GUILDERLAND TAWASENTHA PARK SPECIAL EVENT POLICY**

Parks owned and maintained by the Town of Guilderland shall be available for Guilderland residents, non-residents, and organizations subject to the following:

All individuals and organizations seeking the use of Tawasentha Park in the Town of Guilderland for a Special Event shall:

1. Submit a [Request for Use of Facilities](#) application to the Parks and Recreation Office at 181 Route 146, Altamont, NY 12009. Such proposed application shall set out the nature of the park use, the specific facilities requested for each use, the dates and times for venue set-up and breakdown, and the actual event time sought for each use; and
2. Submit a policy naming the Town of Guilderland as an additional unrestricted insured on the user's policy; specifically,
  - Commercial General Liability Insurance: \$1,000,000 per occurrence \$2,000,000 aggregated;
  - Policy obtained from an A.M. best rating "secured" New York State licensed insurer;
    - Policy contains a 30-day notice of cancellation;
    - Policy covers the date(s) requested for event(s)
    - Policy states that the organization's coverage shall be primary coverage with a waiver of subrogation for the Town of Guilderland, its board, employees and volunteers;
    - Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
    - The user agrees to indemnify the Town of Guilderland for any applicable deductibles.
    - Enclose a copy of the endorsement providing additional insured status.

User acknowledges that failure to obtain such insurance on behalf of the Town of Guilderland constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Town of Guilderland. The user is to provide the Town of Guilderland with a certificate of insurance, evidencing the above requirements have been met. The failure of the Town of Guilderland to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the Town of Guilderland.

3. Pay, where applicable, a rental fee, by check or money order made payable to the "Town of Guilderland" or cash dropped off at the Guilderland Parks and Recreation Office, 181 Route 146, Altamont, NY 12009. Credit card payments (MasterCard or Visa) can be made over the phone or in person at the office. A 3% processing fee will be applied to all credit card transactions.

Required payment will need to be received by the Parks and Recreation office before the day of the event; paid in full.

- The Tawasentha Park use fees are as such:

Small Pavilion Rental	- \$140 resident/\$175 private group
Chalet Pavilion Rental	- \$165 resident/\$225 private group
Large Pavilion Rental	- \$190 resident/\$275 private group
Special Event Fee	- \$275 (0 – 250 participants)
	\$525 (251 – 500 participants)
	\$775 (501 – 999 participants)
	\$1,000 (1,000 participants and up)
GPAC Stage Rental	- \$575 – per 6hr stage rental
Trash Policy	\$50 prepaid fee for park to remove

4. Scheduling shall be on the following basis:

The Parks and Recreation Department shall make all decisions regarding the approval of the date and time of the event. At least two months' notice (four months for stage events) shall be given from the date of the event.

5. The Park rental season runs from May 1<sup>st</sup> through September 30<sup>th</sup>. Opening and closing may vary due to weather conditions subject to the discretion of the Parks and Recreation Department.

6. Cancellation Policy:

The Town of Guilderland Parks and Recreation Department does not issue refunds for cancelled reservations/rentals in Tawasentha Park. Please notify the Parks and Rec Office if your event is cancelled.

7. Parking:

User acknowledges and agrees to abide by all traffic and parking signs and will notify its participants to do the same. Portions of parking in the park are dependent on the weather/conditions, which will be relayed to the user by the Parks Maintenance Department. Any damage to the park due to parking in off limit areas will be at the expense of the event.

- a. User is required to have parking guides to make sure participants abide by parking rules set by the Parks Maintenance Department.
- b. For stage rentals, parking guides will be provided to assist in efficiently utilizing the parking spaces available.

8. All daily maintenance work will be performed by the Parks Department.

9. All groups **must** clean up after themselves. All equipment not belonging to the Town must be removed at the conclusion of the scheduled rental period.

10. Any marking of the park for a race course should be approved by the Parks Maintenance Supervisor prior to marking. Race directors can only paint the ground/grass with blue or white spray paint, and under no circumstances should trees be painted. Any flagging and signage must be removed immediately after the event.

11. Park staff may require the event to rent porta potties – These rentals will be at the expense of the event.

12. GPAC Stage rentals -The user will provide an updated estimate for the number of participants and/or audience members attending the event to the Parks & Recreation Office via email or phone no less than one week prior to the event.

13. Alcohol permits furnished by the Parks & Recreation office are furnished solely for the consumption of beer and wine. Any sales, distribution or otherwise dispensing of beer or wine on Guilderland Park premises will require an alcohol permit from the NYS Liquor Authority; visit <https://sla.ny.gov/permits> for more information.

14. Event organizers that hire caterers and/or serve liquor or beer during the event will need to carry an event permit from the caterer as well as have liquor liability insurance.

15. Facility rentals at Tawasentha Park do not include access to Tawasentha Park's Pool facility. Pavilion/Facility rental agreement holders and their guests must pay an additional entrance fee per person to enter the pool area; applicable resident and non-resident fees will be charged. Pool entry fees are in addition to and separate from any pavilion/facility rental agreement.

16. This agreement is solely for the rental of the facility or park rental space only. This agreement is separate from permits for mass gatherings, raffles permitted by the gaming commission, including but not limited to, State, local or Federal compliance.

ORGANIZATION AGREEMENT  
AS REQUIRED FOR ALL PARTIES TO USE TOWN PARKS/FACILITIES

The undersigned is over 21 years of age and has read this form and the listed requirements and agrees to comply with them. To the fullest extent permitted by law, \_\_\_\_\_ Organization. Agrees at its own cost to

(Name of User/Organization)

defend, indemnify and hold harmless the Town of Guilderland, its officers, directors, shareholders, agents, representatives, managers, employees and affiliates from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses and costs arising in whole or in part and in any manner from the acts, omissions, breach or default of the League, in connection with the performance of any work by the Organization, its officers, directors, agents, employees and subcontractors. This agreement is continuous until terminated by either party with written notice.

I have read the rules and regulations governing the use of Tawasentha Park within the Town of Guilderland and fully agree to all terms and conditions. The information provided on and accompanying this application request form is correct and true and I further understand that any falsification of information requested on or accompanying this form will be cause for denial of this request or revocation of field use. I also understand that I will abide by all rules, regulations and ordinances as set forth by the Town of Guilderland and the Parks and Recreation Department regarding park use.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

Town of Guilderland  
Parks and Recreation Department  
181 Route 146  
Altamont, NY 12009