



**TOWN OF EAST GREENBUSH
PARKS COMMUNITY & RECREATION DEPARTMENT**

225 Columbia Turnpike, Rensselaer, NY 12144 PHONE: 518-477-4194

If you would like to provide alcoholic beverages, beer and/or wine to attendees of your event **at no cost to them** and if this is a **private**, "by invitation only" event (family reunion, company picnic, etc.), you must apply for an alcoholic beverage permit.

**FACILITY
USE
REQUEST
FORM**

NAME OR ORGANIZATION NAME: _____

NAME OF PERSON IN CHARGE DURING EVENT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

PHONE NUMBER (including area code): _____

FACILITY REQUESTED: _____

DATE: _____ TIME: _____ FROM: _____ TO: _____

EVENT OR PURPOSE: _____

NUMBER OF PERSONS EXPECTED: _____

RENTAL FEE: \$ _____

PLEASE MAKE CHECKS PAYABLE TO THE "TOWN OF EAST GREENBUSH."

Instructions for completing the Facility Request

Please remit this form and a \$50 non-refundable deposit to the Department of Parks, Community, and Recreation, East Greenbush Town Hall, 225 Columbia Turnpike, Rensselaer, NY 12144.

Your request will be approved or disapproved and you will be notified in writing within five days of the receipt of your request.

The final balance along with any Certificates of Insurance will be due to the Department of Parks, Community, and Recreation no later than the due date stated on your copy of the approved request. If payment is not received by the due date stated, your reservation will be cancelled.

If you would like to provide alcoholic beverages, beer and/or wine to attendees of your event at no cost to them and it is a private, "by invitation only" event (family reunion, company picnic, etc.), you must apply for an alcoholic beverage permit for an additional charge of \$25. After the deposit is made, the balance of the rental fee is due no later than two weeks after the reservation has been approved.

Cancellations made less than two weeks in advance of scheduled event will not be refunded. The \$50 deposit is non-refundable.

**UPPER PAVILION-Town Park
(Accommodates up to 150):**
East Greenbush residents \$150
Non-Residents - \$210

**LOWER PAVILION- Town Park
(Accommodates up to 100):**
East Greenbush residents \$125
Non-Residents - \$185

**Onderdonk Park Pavilion
(Accommodates up to 50):**
East Greenbush residents \$100
Non-Residents - \$175

**Hampton Manor Beach House
(Accommodates up to 25)**
East Greenbush residents \$100
Non-Residents - \$175

Alcoholic Beverage Permit \$25

All bounce house, pony rides, etc. must submit a certificate of insurance with the Town of East Greenbush listed as additional insured with this application.

There is a \$50 non-refundable deposit required for all reservations.

****Please be sure to fill out BOTH sides of this form****

The person listed below is legally responsible for the actions of the pavilion users while they are at the Town of East Greenbush Park Facility

The undersigned will be held financially responsible for all damages to park property caused by any member of the group.

The undersigned is responsible for his/her group's adherence to all permit guidelines, including those pertaining to alcohol use and the "Rules and Regulations for Use of Town Parks."

The undersigned hereby acknowledges that he/she has read, understands and agrees to comply with the policies outlined below and the enclosed "Rules and Regulations for Use of Town Parks."

The undersigned further verifies that he/she is 21 years of age or older.

The undersigned hereby requests reservation of the town facility above, for the date(s), time, and purpose(s) shown. He/she, on behalf of his/her organization, further agrees to hold harmless and completely indemnify the Town of East Greenbush, its officers, agents, and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

I, the undersigned, acknowledge that I am over 21 years of age and that I read and fully understand the above requirements and information about the use of the Town of East Greenbush facility. I agree, on behalf of myself and any organization, business, group, or other entity named above, to abide by the requirements and regulations of the Town of East Greenbush and to defend, indemnify and hold the Town of East Greenbush, its officers, agents, employees and volunteers harmless from and against any and all loss, claims, suits, damages, and/or liabilities, including reasonable attorney's fees, arising out of the approval of my request to use the facility, or the actual use of the facility. I further agree, on behalf of myself and any organization, business, group, or other entity named above, that all claims against the Town of East Greenbush for any damage or injury arising out of the use of the facility are hereby waived and released. I further agree, on behalf of myself and any organization, business, group, other entity named above, to abide by all State and Federal laws, the Town Code of the Town of East Greenbush, and the Town of East Greenbush Parks & Recreation Department Rules and Regulations and any other Rules and Regulations pertaining to the use of Town of East Greenbush facilities.

SIGNATURE: _____ **Date** _____

Print Name: _____

To be completed by Office Staff only:

| | | | | | |
|---------------------------|---------------|--------------|-------------|-------------|----------------|
| | Amount | | | | |
| Rental Fee | \$ | | | | |
| Alcohol Permit Fee | \$ | | | | |
| Total | \$ | | | | |
| | Amount | Chk # | Cash | Date | Initial |
| Deposit | \$ | | | | |
| Balance Due | \$ | | | | |
| Payment | \$ | | | | |
| Balance Due | \$ | | | | |

Insurance Required: () Yes () No **COI Received** () Yes () No

Alcoholic Beverage Permit: () Yes () No **Approved By** _____ **Permit #** _____ **Date** _____

Department Action: () Approved () Disapproved () **By** _____ **Date** _____

Please remit balance of \$ _____ **to the Parks, Community and Recreation Dept.**
by _____.

Parks with Pavilion Rentals

Hampton Manor Park

Hampton Manor Park is located on Lakeshore Drive by Hampton Manor Lake. The park opens at 8 a.m. and closes at dusk. It features a beach house with bathroom, small kitchen area with microwave and refrigerator, foosball and ping pong tables, chairs and table. It also has a nice picnic area with charcoal grills and picnic tables overlooking the lake. A beautiful gazebo sits above the lake for relaxing and lake viewing. There is a small playground across from the beach house and basketball and four square courts. The Beach House is a nice rental for a small gathering, children's birthday party or a meeting.

East Greenbush Town Park

- This park is located off of Elliot Road. A beautiful scenic 120 acre gem set back at the end of Town Park Road with a pond that opens to the Moordener Kill with breathtaking views and a waterfall along the hiking trails.
- Amenities include two picnic pavilions, playground, softball field, basketball court, volleyball court, open lawn spaces, barbeque grills, horseshoes, 1.5 mile hiking and cross-country ski trails, fishing, non-motorized boating, ice-skating, and a sledding hill. This park also has a fenced off dog park.
- The upper pavilion has a full kitchen, restrooms, a covered and an open deck with picnic tables. It is located on top of the hill. Just below the pavilion there is access to a playground, basketball court, softball field, horseshoes, and volleyball.
- The lower pavilion is a covered area with picnic tables and charcoal grills. You must provide your own charcoal. Just below the pavilion there are restrooms, fishing in the pond, and a volleyball court.
- Both pavilions share access to softball field, basketball court, volleyball court, and playground.
- There are three hiking trails throughout the park. They are marked yellow, orange, or white.
- The park is open 8 a.m.- dusk

Onderdonk Park

- This park is located on Hampton Avenue at the north end of Hampton Manor Lake. This beautiful adult-oriented park is the most recent of the Town's parks.
- Amenities include a pavilion with picnic tables, barbeque grills, restrooms, bocce courts, shuffleboard, horseshoes, a putting green, and open green space for lawn games.
- The Town's "Music in the Park" summer concert series is held at the park every year in August.
- This park is only open for programs and rentals at this time.