

Ogden Parks & Recreation

617-6174

www.ogdenny.com

Pineway Ponds Park **Lodge Reservation Form** **Rental Time: 7am-10pm**

- **Please Note: Payment must be made at time of reservation.**
- **Facilities are closed for most holidays.**
- **Please make checks payable to: TOWN OF OGDEN**
- **Return to: Ogden Parks & Recreation, 269 Ogden Center Road, Spencerport, NY 14559**

1. Name of Group/Organization: _____ Today's Date: _____
2. Purpose for Using Facility: _____ Approx. # Attending: _____
3. Name of Applicant: _____
4. Address, City, Zip: _____
5. Phone: Home: _____ Work: _____ Cell: _____
6. Day & Date of Event: _____ Time Used:(from) _____ am/pm (to) _____ am/pm
7. Alcoholic Beverages - Will you or anyone else be supplying alcoholic beverages? YES or NO

Please desired facility and indicate choices in case lodge is not available on requested date.

Facility	Description & Fees	1 st Choice	2 nd Choice	3 rd Choice
Boetcher Lodge	Available year round. Amenities include heat, lights, water, stove, refrigerator, indoor bathrooms, and outdoor grills. Seats 80 FEES: Town Resident: \$130 (Fri/Sat/Sun); \$95 (M-Th) Non-Resident: \$150 (Fri/Sat/Sun); \$115 (M-Th)			
Owens Lodge	Available May through October. Amenities include lights, water, stove, refrigerator and outdoor grills. Seats 60 FEES: Town Resident: \$100 (Fri/Sat/Sun); \$80 (M-Th) Non-Resident: \$110 (Fri/Sat/Sun); \$100 (M-Th)			
Canal Days Lodge	Available May through October. Amenities include lights, water, stove, refrigerator and outdoor grills. Seats 50 FEES: Town Resident: \$100 (Fri/Sat/Sun); \$80 (M-Th) Non-Resident: \$110 (Fri/Sat/Sun); \$100 (M-Th)			
Gravelle Lodge	Available May through October. Amenities include lights, water, stove, refrigerator and outdoor grills. Seats 60 FEES: Town Resident: \$100 (Fri/Sat/Sun); \$80 (M-Th) Non-Resident: \$110 (Fri/Sat/Sun); \$100 (M-Th)			

Signature required on back as well as on Indemnity Agreement.



Office Use Only:

Resident: _____ Non-Resident: _____ Payment: \$ _____ Approved by: _____

Town owned buildings and facilities, when not in use for Town purposes, may be used for recreational, civic and educational purposes by the community in accordance with the policy outlined by the Ogden Town Board and the regulations herein provided

NO SIGNS OR BALLOONS ARE PERMITTED ON THE PINEWAY PONDS PARK SIGN

1. **APPLICANT MUST BE 21 YEARS** of age or older and must be present at the activity and assume responsibilities for the group during facility use.
2. **PERMIT IS NON-TRANSFERABLE**
3. **FACILITY IS NOT TO BE USED** until time specified on permit.
4. **FOOD & BEVERAGE** is to be kept in designated areas only.
5. **CANCELLATION/REFUND POLICY**
 - Monetary refunds will only be given if cancellation is received in writing at least 30 days prior to rental date.
 - Credits (for future lodge rental) will be issued if cancellation is received in writing 11-29 days prior to rental date.
 - No refunds will be given if cancellation is made 10 days prior to rental date.
 - All refunds/credits are subject to a \$25 processing fee.
6. **ALCOHOL**-allowed only in non-breakable containers and only if the permit is marked. No alcohol should be served to any person under the age of 21. If alcohol is on the premises and in containers other than non-breakable, you will be asked to vacate the area.
7. **NO PERSON** shall deface, injure or disturb any building, sign, equipment or property located within the park.
8. **FIRES** are to be built only in structures provided for that purpose.
9. **FIRECRACKERS** or fireworks are not allowed in the park.
10. Ball diamonds, soccer fields, volleyball courts, and children's play areas, etc. are for general community use. **PERMIT APPLIES FOR EXCLUSIVE USE OF THE BUILDINGS ONLY.**
11. **ALL GARBAGE IS TO BE DEPOSITED IN CONTAINERS** provided for that purpose. Area should be left in same or better condition than it was found.
12. **MUSIC BAND – Allowed in Boetcher Lodge only...**Permission must be given to have live music in other lodges.
13. **TABLES AND CHAIRS** are to be cleaned. Please Note: Tables & chairs need to be taken down/stacked for Boetcher and Canal Days Lodges. Please leave up for Owens & Gravelle Lodges
14. **ABSOLUTELY NO CANS, BOTTLES, OR CUPS** will be allowed on recreation areas, parking lots, or ball fields.
15. **INSURANCE COVERAGE...**The Town may require the organization to provide coverage for the event.
16. **GAMBLING** on Town property is not permitted except when permitted by the Town Board.
17. **NO FOOD OR MERCHANDISE** may be sold in Town recreational facilities without written approval from the Town of Ogden Parks and Recreation Director.

<p style="text-align: center;">PRIORITY RANKING OF FACILITY USERS</p> <ol style="list-style-type: none">1. Ogden Parks and Recreation and Town of Ogden activities.2. Ogden based community recreational and civic organizations including baseball, soccer, football, service clubs, scouting, fire dept., church groups, etc.3. Other outside groups – organizations involving Town residents will be given priority over non-resident groups.

By signing this request, my organization and I agree to be bound by the above terms and conditions, to pay fees charged and to pay the cost of repair or replacement of the Town of Ogden Parks and Recreation property damaged as a result of the use of this facility.

Signature

Signature Required Next Page

Date

Town of Ogden Parks & Recreation
269 Ogden Center Rd
Spencerport, NY 14559

INDEMNITY AND HOLD HARMLESS AGREEMENT

(Name of Group/Organization)

By signing below, the above mentioned group/organization hereby agrees to indemnify and hold harmless the Town of Ogden from any and all claims or actions based upon property damage, personal injury, or death resulting from any acts, omissions, or any other matter whatsoever of the above mentioned group/organization, its members, guests, and invitees, while on the premises of the Ogden Community Center located in the Town of Ogden.

This agreement shall include indemnity to the Town of Ogden for all costs, counsel fees, expenses or any other liability whatsoever, which may be incurred by the Town of Ogden as a result of the above-mentioned group/organization's use of the Town of Ogden facilities.

Signature

Date