



Ogden Parks and Recreation

269 Ogden Center Road
 Spencerport, NY 14559
 (585) 617-6174
www.ogdenny.com



PINEWAY PONDS PARK LODGE RESERVATION FORM

Please note:

- Payment must be made at time of reservation; A separate security deposit of \$50 cash or check is to be made at key pick up
- Lodges cannot be reserved until payment is made.
- Residents may make reservations (1) year in advance; Non-residents may reserve (6) months in advance of event.
- Facilities are closed for most holidays; Facilities open for holidays will be at weekend rate.
- Please make checks payable to: TOWN OF OGDEN
- Return to: Ogden Parks & Recreation, 269 Ogden Center Road, Spencerport, NY 14559
- All information is required. Please write legibly.

1. Name of Group/Organization: _____ Today's Date: _____
2. Purpose for Using Facility (be specific): _____ Approx. # Attending: _____
3. Name of Applicant (must be 21 years or over and present during time of rental): _____
4. Applicant's Address, City, Zip: _____
5. Phone (Home): _____ (Work) : _____ (Cell): _____
6. Email: _____
7. Day & Date of Event: _____
8. Time of Use (includes set-up and take-down): FROM: _____ am/pm TO: _____ am/pm
9. Will you or anyone else be supplying alcoholic beverages? YES (copy of applicant identification with birthdate required) 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
Boetcher Lodge	Available year round (<i>additional \$15 for all rentals November 1-April 30</i>); Seating Capacity: 80 Amenities include heat, lights, water, stove, refrigerator, indoor bathrooms, outdoor grills. FEES*: Town Resident: Friday/Saturday/Sunday/Holidays: \$140; Monday-Thursday: \$110 Non-Resident: Friday/Saturday/Sunday/Holidays: \$160; Monday-Thursday: \$130		
Owens Lodge	Available year round (<i>additional \$15 for all rentals November 1-April 30</i>); Seating Capacity: 60 Amenities include heat, lights, water, stove, refrigerator, indoor bathrooms, outdoor grills. FEES*: Town Resident: Friday/Saturday/Sunday/Holidays: \$125; Monday-Thursday: \$105 Non-Resident: Friday/Saturday/Sunday/Holidays: \$145; Monday-Thursday: \$125		
Canal Days Lodge	Available May through October; Seating Capacity: 50 Amenities include lights, water, stove, refrigerator, outdoor grills. FEES*: Town Resident: Friday/Saturday/Sunday/Holidays: \$110; Monday-Thursday: \$100 Non-Resident: Friday/Saturday/Sunday/Holidays: \$130; Monday-Thursday: \$120		
Gravelle Lodge	Available May through October; Seating Capacity: 60 Amenities include lights, water, stove, refrigerator, outdoor grills. FEES*: Town Resident: Friday/Saturday/Sunday/Holidays: \$110; Monday-Thursday: \$100 Non-Resident: Friday/Saturday/Sunday/Holidays: \$130; Monday-Thursday: \$120		

*A security deposit of \$50 is required in addition to the above fees with all rentals. Deposit can be made in the form of a cash or check at the time of key pick-up. Deposit will be returned if the facility, equipment and grounds are found to be in satisfactory condition, and if key is returned to OPRD Administrative Office within 3 business days of rental. Should damages exceed the \$50 deposit, **the person signing this agreement will be billed the additional costs.**



****Signature required on back as well as on Indemnity Agreement.****



Office Use Only:			
Resident	Non Resident	Payment: \$ _____	Approved by: _____ Date: _____

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.

- ___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. No rentals can start prior to 7:00am; All rentals must end (including clean-up) by 10:00pm.
- ___4. **A SECURITY DEPOSIT OF \$50 IS REQUIRED** in addition to the above fees with all rentals. Deposit can be made in the form of a cash or check at the time of key pick-up. Deposit will be returned if the facility, equipment and grounds are found to be in satisfactory condition, and if key is returned to OPRD Administrative Office within 3 business days of rental. Should damages exceed the \$50 deposit, the person signing this agreement will be billed the additional costs.
- ___5. **CANCELLATION/REFUND POLICY**
 - Refunds will only be given if cancellation is received in writing at least 30 days prior to rental date.
 - *No refunds* will be given if cancellation is made less than 30 days prior to rental date.
 - All refunds/credits are subject to a \$50 processing fee and town board approval. It may take 4-6 weeks to receive refund.
 - Any changes to the date on your permit are subject to a \$25 processing fee.
- ___6. **PINEWAY PONDS PARK IS TOBACCO-FREE.** Tobacco use is not permitted anywhere on Park Property.
- ___7. **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. Identification with birthdate is required of applicant.
- ___8. **NO PERSON** shall deface, injure or disturb any building, sign, equipment or property located within the park. No signs or balloons are permitted on the Pineway Ponds Park entrance sign.
- ___9. **GRILLS** are to be used for cooking purposes only.
- ___10. **FIRECRACKERS** or fireworks are not allowed in the park.
- ___11. **PETS** (with the exception of service animals) are not allowed in the lodges. All pets must be leashed while in Pineway Ponds Park.
- ___12. Ball diamonds, soccer fields, volleyball courts, splash pad, children's play areas, etc. are for general community use. **PERMIT APPLIES FOR EXCLUSIVE USE OF THE BUILDINGS ONLY.** Fields/Courts/Play areas may be closed or unavailable. Lodge discounts will not be provided during times of closure.
- ___13. **ALL GARBAGE IS TO BE REMOVED FROM LODGES AND DEPOSITED IN DUMPSTERS** provided for that purpose. Area should be left in same or better condition than it was found.
- ___14. **CERTIFICATE OF INSURANCE NAMING THE TOWN OF OGDEN AS ADDITIONAL INSURED IS REQUIRED** for music/band, caterers, tents, etc. Permission must be given to have live music in lodges.
- ___15. **TABLES AND CHAIRS** are to be cleaned. Please Note: Tables & chairs need to be taken down/stacked in Boetcher.
- ___16. **DECORATIONS: NO WALL OR CEILING DECORATIONS ARE PERMITTED.** Only free standing or table decorations are allowed. No tape, tacks, nails, or glue.
- ___17. **ABSOLUTELY NO CANS, BOTTLES, OR CUPS** will be allowed on recreation areas, parking lots, or ball fields.
- ___18. **INSURANCE COVERAGE...**The Town may require the group/organization to provide coverage for the event.
- ___19. **GAMBLING** on Town property is not permitted except when permitted by the Town Board.
- ___20. **NO FOOD OR MERCHANDISE** may be sold in Town recreational facilities or on Town property without written approval from the Town of Ogden Parks and Recreation Director. Town facilities may not be rented out for personal gain or profit.
- ___21. **RULES OF SKATE PARK AND SPLASH PAD** must be followed by all park patrons and lodge users.
- ___22. **ATVS, SNOWMOBILES, AND OTHER RECREATIONAL EQUIPMENT IS NOT ALLOWED** at Pineway Ponds Park.
- ___23. **RECREATIONAL WATER TOYS, POOLS, SLIP AND SLIDES, BOUNCE HOUSES, ETC. (PERSONAL OR COMMERCIAL) ARE NOT ALLOWED.**
- ___24. **PARKING LOTS ARE OPEN FOR ALL PARK USERS.**
- ___25. **FACILITIES MAY NOT BE USED FOR** religious purposes, sales promotion, social meetings, fundraising, or for the benefit of private individuals or commercial concerns engaged in marketing.
- ___24. **OPRD RESERVES THE RIGHT TO PROHIBIT CERTAIN ACTIVITIES/EVENTS ON TOWN GROUNDS.**

By signing this request, my group/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

Date

****Signature is required on next page****



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INDEMNITY AND HOLD HARMLESS AGREEMENT

(Name of Applicant/Group/Organization)

By signing below, the above mentioned applicant/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 Pineway Ponds Park 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