

Riverside Park Pavilion/Gazebo/Park Area
Reservation Permit & Rules

Village of Coxsackie
119 Mansion Street
Coxsackie, New York 12051

Phone: (518) 731-2718
Fax: (518) 731-2231

<https://villageofcoxsackie.gov/>

Date Requested: _____ Time: _____ am/pm to _____ am/pm

Park Area: _____ Gazebo: _____

Pavilion: 40 people or under ½ Pavilion: _____ Over 40 people whole Pavilion: _____

Name: _____ Address: _____

Telephone Number(s): _____

Purpose: _____ Number of people in group: _____

PLEASE NOTE:

- Reservations are for a four hour time block, (a longer period may be requested).
- The use of tape, any sticky adhesive, screws, etc. to secure signs, banners, and party items to any part of the pavilion is prohibited. Nothing is allowed to be hung off of the lights, or any part of the structure.

- 1) Riverside Park is a state-owned park overseen and maintained by the Village of Coxsackie. Groups, organizations, and individuals may reserve the pavilion, gazebo and various grounds of the park.
- 2) Company & For-Profit events are allowed but must be approved by the Village Board of Trustees and will be required to provide a Certificate of Insurance naming the "Village of Coxsackie" and "NYS Parks & Recreation".
- 3) Large events must be approved by the Village Board and determined if any Village support will be required.
- 4) A reservation fee of \$50 is required. A deposit fee of \$100 is required (check preferred) which is returned after the event barring any required clean-up or trash removal. The reservation fee is non-refundable, rain or shine, but the rental may be rescheduled.
- 5) All organizations and individuals utilizing the pavilion area exclusively, must have submitted the application fee and deposit one week prior to the event.

- 6) The hours of the park are from dawn to dusk. All rentals must be completed by dusk unless permission to extend has given by the Village.
- 7) Small tents or shades, with small 6" or less only spikes are allowed. Larger tents require coordination with the Superintendent of the DPW to make sure utilities are avoided.
- 8) The permit holder agrees to assume all liability for any damage done to the property as a result of the permit holder's event.
- 9) For groups of 40 and under, half the pavilion may be reserved. Over 40, the whole pavilion may be reserved.
- 10) Vehicles must park in designated areas only, and at no time will any vehicle be parked upon a grassed area.
- 11) No underage drinking allowed. Alcoholic beverages are restricted to the area of your event.
- 12) There is no littering in the park. Riverside Park is a carry in-carry out park. Take your trash with you.
- 13) Dogs are allowed at the park but must be on a leash at all times and accompanied by their owners. The owner of the dog will be expected to clean up after their dog.
- 14) Authorized personnel of the Village of Coxsackie or local law enforcement may revoke the permit at any time if it is determined that the application contained false information, or if any attendee of the event has not complied with the rules and regulations set forth, or the safety of other visitors or patrons are endangered by the permit holder's event. If the permit holder's permit is revoked, no fees will be refunded.
- 15) Permit holder will be responsible for the proper conduct of the group and will see that all rules and regulations governing the use of the park and Gazebo/Pavilion are complied with and will be in attendance for the duration of the event.
- 16) If the event is catered, the caterer must provide a Certificate of Insurance.
- 17) Electricity is available in the Gazebo & Pavilion and various areas around the park. No generators unless approved.
- 18) No excessive music that will disturb other users of the park is allowed.
- 19) The use of streamers, water balloons, and confetti is prohibited.
- 20) Inflatable slides, slip 'n slides, bounce houses, trampolines, and pony rides are prohibited.
- 21) The permit holder must carry a copy of the permit during the event in case of proof of the reservation is needed.

Section 99-x of the General Municipal Law prohibits any municipality to sell or display any symbols of hate or similar image, or tangible personal property.....this shall include but not be limited to symbols of white supremacy, neo-Nazi ideology or the Battle Flag of the Confederate. Sale or display of these items is strictly prohibited in the park.

Please check any of the following that are relevant to your event:

Site visit required with the DPW Superintendent if you are:

- _____ Placing a large or commercial tent
- _____ Plan to leave tents, vehicles, equipment, table/chairs etc. on site overnight
- _____ Charging a fee for the event
- _____ Bringing in port-o-lets, kitchen facilities or any other facilities
- _____ Recreational facilities

Print Applicant Name: _____

Signature of Applicant: _____

Please return completed application to:

Village Clerk
Village of Coxsackie
119 Mansion Street
Coxsackie, NY 12051

Certificate of Insurance required? Yes _____ No _____

If yes, it must name the **State of New York Parks and Recreation** and the **Village of Coxsackie** as named insureds.

PERMIT APPROVAL: **Approved:**_____ **Not Approved:**_____

(Mayor or Acting Mayor)

(DATE)