

Copy to bookkeeper _____
Copy to Highway _____

Today's Date ____/____/____ Event Date ____/____/____ Type of Event _____

Main Pavilion - \$400 + \$100 deposit = \$500
Corporate Rate - \$500 + \$100 deposit = \$600
Non profit - \$200 + \$100 deposit = \$300
Gazebo - \$150 + \$50 deposit = \$200

Pavilion _____ Gazebo _____

Group or Organization Name _____

Contact Name _____ Phone# _____ - _____ - _____ Cell# _____ - _____ - _____

Mailing Address _____ Zip code _____

Will food be served ____ yes ____ no Who is providing food ____ self ____ other

Vendor Name _____

Will alcohol be served ____ yes ____ no Who is providing alcohol ____ self ____ other
Bring your receipt with you day of event

**RESERVATION DATES MUST BE APPROVED BEFORE PAYMENTS WILL BE ACCEPTED.
PAVILION RENTAL IS NOT GUARANTEED UNTIL PAYMENT IS MADE IN FULL WITHIN 10
DAYS OF POINT OF CONTACT. APPLICANTS ARE RESPONSIBLE FOR PERMITS FOR ANY SALE OF
ALCOHOL.**

**A REPRESENTATIVE OF THE ORGANIZATION OR BUSINESS RENTING THE PAVILLION MUST BE
PRESENT ON SITE DURING , SET UP AND REMOVAL OF ANY AND ALL EQUIPMENT.**

**APPLICANTS ARE TO UNDERSTAND THAT THEY ARE RENTING THE PORTER ON THE LAKE
PAVILION ONLY. RENTAL DOES NOT GIVE EXCLUSIVE USE OF THE ENTIRE PARK.**

The Town of Porter reserves the right to require an applicant to provide proof of liability insurance in amounts deemed appropriate by the Town of Porter. Naming the Town of Porter as an additional insured along with proof that all necessary permits are obtained. In the event proof of insurance is required, the applicant will be provided with the minimum acceptable requirements necessary.

Signature of individual or Organization's
Representative _____

Porter on the Lake Park Shelter Agreement

The undersigned representative is over 21 years of age and has read this facility use application along with the attached facility use regulations and agrees to comply with them. The applicant agrees to be responsible to the Town of Porter for the use and care of the facilities. The undersigned does hereby covenant and agree to defend, indemnify and hold harmless the Town of Porter from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of, or in connection with the actual or proposed use of Town of Porter property, facilities and/or services by the applicant.

There will be a non-refundable rental fee if event is cancelled 90 days prior to date
IF event is not paid in full 10 days before event it will be not held and given to next in line.

Applicant's Signature

Date: _____

Approved: _____
Town Clerk

Amount of Rental Fee submitted – Check _____ Cash _____

Amount of Deposit Fee submitted – Check _____ Cash _____

The use of the Town Facilities shall be subject to the approval of the Town Supervisor

PLEASE READ THE ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

TOWN CLERK
3265 Creek Road
Youngstown, NY 14174

FACILITY USE REGULATIONS

1. Organizations wishing to use municipal facilities shall first apply to the Town of Porter using the prescribed form.
2. Intoxicants shall NOT be brought into Town facilities at any time unless pursuant to an approved application permitting the use of alcohol.
3. All posted rules must be adhered too. (See attached park rules and regulations.)
4. Profanity, objectionable language, disorderly acts or illegal acts of any kind, are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
5. Any damages to municipal facilities shall be promptly repaired at the user's expense. NO exceptions. Please make sure all lights are turned off and **any picnic tables removed from the pavilion must be returned to the pavilion.**
6. Renters using the facility must clean up after their event. (see park rules and regulations). **All garbage bags must be taken to the blue dumpster on site in the front parking lot by the garage.**
7. Any organizations with youths less than 18 years of age, requires the presence of adequate adult supervision at all times.
8. The emergency phone numbers are POLICE – 911 FIRE – 911
9. The number of people in the facility shall not exceed the posted maximum capacity.
10. The submission of the Porter on the Lake Park application form shall be accompanied with the appropriate rental fee.

FAILURE TO COMPLY WITH FACILITY USE REGULATIONS WILL RESULT IN REVOCATION OF YOUR PERMIT

Information & Emergency Contact: Dave Burmaster, Porter DPW. Office – 791-3831 or cell 628-3123

I have read and understand the above Porter on the Lake rules and regulations.

Applicants signature _____ Date _____

Porter on the Lake Park Rules and Regulations

- Park hours are from 8:00 am to dusk.
- 10 MPH Speed Limit on park roads
- Vehicles are only allowed on designated roads and parking areas.
- No motorized vehicles (ATV's, trail bikes, etc.)
- No foil table cutouts or confetti type decorations
- Alcohol is permitted for adults 21 and over for personal consumption. Improper, drunken or disorderly conduct will result in immediate removal from the park.
- No glass containers on the beach
- Swimming is not allowed.
- Cleanup must be done at the end of the event and trash is to be deposited in the appropriate dumpsters.
- Fires are only allowed in the picnic grills & are to be extinguished before leaving the park.
- Pets must be leashed, controlled and cleaned up after by their owners.
- No large animals (horses, llamas, etc.) without prior permission from the Town.
- No camping or overnight stay.
- No weapons of any kind.
- No hunting, fishing or trapping anywhere in the park.
- Fireworks are not allowed in the park.
- No cutting of trees by the public.
- Motorized watercraft are not allowed.
- Please do not assume an empty shelter is not rented to someone else – remain in your rented shelter .

Any questions may be directed to the Town of Porter 716 -628-3123

I have read and understand the above Porter on the Lake rules & regulations and can be held liable for damages.

Applicants signature _____ Date _____