



VILLAGE OF BOONVILLE

13149 State Route 12 Boonville, NY 13309

P: (315)338-2880 ~ F: (315)338-2889 ~ E: wlee@villageofboonvilleny.com

**RESERVATION FORM**  
**Parks Department Erwin Park/Little Village Park**

**Instructions:** Complete and submit this form to Village Clerk

**Contact Information:**

Applicant's Name:

Organization:

Category: ☐ Private Individual ☐ Commercial ☐ Nonprofit/Civic ☐ Government/School ☐ Other

Primary Contact Phone:

Alternate Phone:

Non-Profit ID #:

Email:

Address:

City:

State:

Zip:

**Reservation Details:**

**Location: (Check one below.)**

\_\_\_\_ Ethan Allen Pavilion, Erwin Park, 13354 State Rt. 12, Boonville, NY 13309  
(Lower Pavilion)

\_\_\_\_ Livingston Lansing Pavilion, Erwin Park, 13354 State Rt. 12, Boonville, NY  
13309

(Upper Pavilion)

\_\_\_\_ Little Village Park Gazebo, Main & Schuyler Streets., Boonville, NY 13309

**Pavilion Rental Date Requested:**

**Set Up Time:**

**Clean Up Time:**

**Estimated Attendance:**

Type of Event: ☐ Reunion ☐ Wedding/Reception ☐ Party/Picnic ☐ Fundraiser ☐ Other (specify below)

**Reservation Details (continued):**

- Selling food or non-food concessions\* = **Vendor Permit, health department permit & certificate of insurance required**
- Closing of road(s) in area    ○ Catered event\* = **Health department permit & certificate of insurance required**
- Vehicle access- load in/load out

**ATTENTION!! The following items are not allowed in either Erwin Park or the Little Village Park & Gazebo:**

***No bounce houses or inflatables of any kind, no dunk tanks, no dogs/animals in the park, no barbeque pits and no glass containers.***

***(Initials) \_\_\_\_\_***

***Absolutely NO SMOKING is allowed in any of our parks!! (Initials) \_\_\_\_\_***

Comments/Special Circumstances:

**Fees & Charges (Payable by cash, check or money order to: Village of Boonville):**

\_\_\_\_\_ Pavilion Rental Total (\$100.00 June-July-August) (\$50.00 May & September) (Ethan Allen or Liv Lansing)

\_\_\_\_\_ Vendor's Permit Fee (if applicable) [1 week=\$15.00; 6 mos.=\$25.00 or 1 year=\$35.00]

\_\_\_\_\_ **Total Fees & Charges**

Date \_\_\_\_\_    ☐ Cash    ☐ Check # \_\_\_\_\_    ☐ Money Order # \_\_\_\_\_

**Liability and Regulations: Read and initial each item:**

\_\_\_\_\_ Each applicant shall be bound by all village rules and regulations and all applicable ordinances as fully as though the same rules were inserted in the permit. The Village Board or an authorized designee(s) shall have the authority to summarily revoke a permit upon finding a violation of any provision thereof, or upon finding a violation of any Village Ordinance, Rules and Regulations.

\_\_\_\_\_ I, the applicant, have personally examined the site I am renting and fully understand that the Village of Boonville, Parks & Recreation Department, employees and representatives have not made ANY statements or guarantees regarding the property, as to the suitability of the event I am planning.

\_\_\_\_\_ All users, individuals or groups of park facilities will hold the Village of Boonville harmless from all liability for accidents, illness, or injury to persons, or loss of property as a result of their activities. All users agree to take appropriate measures to protect and indemnify the Village of Boonville against any and all claims. Extraordinary, Commercial and/or large events require liability insurance.

\_\_\_\_\_ Vehicles are NOT allowed inside the park. If it is necessary to drive into the park to unload or load, the vehicle must be removed to the designated parking lot areas immediately after. Failure to remove vehicles may result in forfeiture of rental payment, and the vehicle may be towed at owner's expense. Overnight parking is not allowed.

\_\_\_\_\_ Commercial use of a park pavilion requires an approved rental reservation form, applicable rental payment, and certificate of liability insurance naming the Village of Boonville as certificate holder and additional insured. Commercial food vendors must provide a certificate of insurance, naming the Village of Boonville as certificate holder and additional insured, and a copy of the current health department permit.

\_\_\_\_\_ All fees and charges are due at time of reservation. The Village does not honor refunds due to inclement weather.

\_\_\_\_\_ All groups are requested to observe and help enforce the common rules concerning social behavior; for example, clean speech, respect for the personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facility or citizens residing near facility and related areas.

\_\_\_\_\_ I have read and understand and agree to comply with all the policies and procedures set forth by the Village of Boonville Parks & Recreation Department. I further agree that I am of legal age and will be personally responsible for the repair of damage to the equipment or facilities and or the replacement of missing property. ***It is also understood that if the property is left in disrepair, or the utilization of any forbidden items: bounce house, inflatables, dunk tanks, barbeque pits, glass containers, or the presence of any animals while I am renting this space, my ability to rent in the future may be denied.***

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_