



Town/Village of East Rochester

**317 Main Street
East Rochester, New York 14445
Phone 585-586-3553 ~ Fax 585-419-8282
Fred Ricci, Mayor**

~ APPLICATION FOR USE OF COMMUNITY FACILITIES ~

Please provide the following information & return to the Town/Village office when reserving your event.

Today's Date: _____

Park Name: **EYER** **EDMUND LYON**
(Circle one)

Date of Event: _____

Time of Event: _____ am/pm to _____ am/pm

Total Attendees: _____

Permit # _____ (for office use only)

Name of Organization: _____

Individual in Charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Type of Activity: _____

Check all that apply: **Quinzi Lodge** **Marvel Pavilion** **Baseball Fields-Eyer Park**
 Verzella Gazebo **Baseball Fields-Edmund Lyon** **Alcohol**
 3rd Floor Conference Room **Community Center Room**

Special Needs/Names of Outside Vendors: _____

I, the undersigned responsible designee for this organization do hereby understand and agree to the rules and regulations for use of Facilities as they have been presented to me. I understand that failure to follow these rules may result in surrendering my \$50 deposit (Eyer Park only) or an additional fine. I understand that special permission is required for alcoholic beverages, events past 10:00 pm, the sale of food and/or beverages, any high risk activities as determined by the Superintendent of Public Works, and that Eyer Park is subject to all ordinances within the Town/Village of East Rochester. Furthermore, I acknowledge that any person who knowingly and with intent provides false information, or conceals for the purpose of misleading any information concerning any fact provided hereto, commits a fraudulent act which is a crime.

Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____

Bill Marr, Superintendent of Public Works

**Thank you ~ we hope you enjoy your event.
Please leave the park in the same condition in which you would like to find it!**



FACILITY USE RULES, REGULATIONS & FEES

RESERVATIONS

Reservations for the upcoming year will be taken for Town/Village Residents beginning the day after Labor Day, for Non-Residents beginning October 1st. Rental Fees are due at time of reservation ~

	<u>Residents Fee</u>	<u>Non-Resident Fee</u>
Eyer Park Quinzi Lodge	\$100.00	\$175.00
Eyer Park Pavilion	\$40.00	\$80.00
Board Room only	\$50.00	\$75.00
Senior Center Room	\$75.00	\$100.00
Community Center Room	\$50.00	\$75.00
Community Center Kitchen	\$100.00	\$150.00
Entire Community Center	\$225.00	\$275.00
Executive Conference Room	\$50.00	\$75.00
Edmund Lyon Park	\$50.00	\$75.00
Edmund Lyon Park Gazebo	\$25.00	\$25.00
Any Baseball Field	\$30.00	\$30.00
Any Baseball Field dragged and lined	\$50.00	\$50.00

- You must be a Town/Village resident, or business, or a certified non-profit organization located within the Town/Village to make reservations beginning the day after Labor Day.
- You must be 21 years of age to make a reservation.
- Residents may reserve one date beginning at 8:30 am on the Tuesday after Labor Day.
- Residents may reserve additional dates beginning the first business day in October.
- Non-residents may reserve 1 date only beginning the first business day in October.
- A \$15 handling fee will be charged for all cancellations with the remainder of the fee refunded.

KEY & DAMAGE DEPOSIT (Eyer Park Lodge or Pavilion Bathroom)

A \$50 deposit is required when obtaining keys to the facilities. Keys should be picked up on the day prior to your reservation, or no later than the last working day of the week prior to a weekend reservation. Deposit will be returned to renter upon return of the keys and inspection of the facilities. Keys are to be returned on the 1st business day following your event. Lost keys or damage to the facilities caused during your event will result in the loss of deposit.

RULES

- Daily rental time is 10:00 am to 10:00 pm; park closes daily at 10:00 pm.
- No entry to the lodge and/or pavilion until 10:00 am on the day of your reservation.
- Lodge and/or pavilion must be cleaned and left as found. It is your responsibility to properly bag all refuse and empty cans or bottles. **Leave bags inside lodge at door for disposal.**
- You are responsible for locking all doors to the lodge and bathrooms at the conclusion of your event.
- All outside vendors hired for your event, ie. Pony rides, bounce house, etc., must provide the Village with a current certificate of commercial liability insurance.
- Alcoholic beverages are not permitted in the park without permission. A copy of a Valid I.D. is required at the time of application.
- The sale of food and/or beverages in the park is prohibited.
- Town/Village & ERPD reserves the right to control noise or nuisance during your event.
- Parking on paved areas only unless otherwise directed.
- No tables or chairs to be removed from lodge; no decorations allowed on the walls or ceilings.
- By order of the Fire Marshall maximum occupancy of the Lodge is 120 persons.
- **Failure to follow these rules may result in the loss of future use of the facilities.**

EMERGENCY CONTACTS

Bill Marr, Superintendent of Public Works	~	9 - 1 - 1	
Pete Calabrese, Foreman of Public Works	~	Cell 369-5905	Home 248-3688
	~	Cell 369-6455	Home 385-3724