



# Village of East Syracuse

204 North Center Street, East Syracuse, NY 13057

Tel: 315-437-3541 Fax: 315-463-2150

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## Mayor

Lorene Dadey

## Deputy Mayor

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## Trustees

Carol Para

Shawn Plourde

Bernard Ment

## Justice

Robert Jokl

## Village Clerk

Jennifer Scafidi

## Parks & Recreation

Thomas Richardson

## DPW Superintendent

Randy Hughson

## Code Enforcement

Christopher Shields

## Fire Chief

Leonard DiBello

To Whom it May Concern,

Thank you for renting out the **Fred J. Ray Pavilion** at Ellis Field Park. I have enclosed a copy of your contract. Please note that the pavilion you have rented is located at **the far end of the Ellis Field Park**. There is an entrance you may use on McCool Ave, near the pavilion. Also, please look over the terms of use. Rules will be strictly enforced. If you have any questions call me at 315-952-0038. There will be a supervisor in the park on the day of your rental if you happen to need anything.

We hope you enjoy your outing at Ellis Field Park!

Sincerely,

*Thomas Richardson*

Tom Richardson

Recreation Director

**I acknowledge that I am renting out the pavilion at the far end of the Park. (Fred J. Ray Pavilion)**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Village of East Syracuse Parks and Recreation Department

204 North Center Street, East Syracuse NY 13057

(315) 463-6714 www.villageofeastysyracuse.com

**Application for Rental of Fred J Ray Memorial Pavilion at Ellis Field Park 2024**

500 McCool Ave, East Syracuse NY 13057

Date of Application: \_\_\_\_\_ Fee Amount Due (Rental and security deposit): \_\_\_\_\_

Rental Date Requested: \_\_\_\_\_ Time: \_\_\_ 9:00am – 2:00pm \_\_\_ 3:00pm – 8:00pm \_\_\_ All Day

Individual/Organization Applying: \_\_\_\_\_

Event or Activity: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Contact Person (on site day of event): \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number (best reached): \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

Is Applicant a resident of Village of East Syracuse? \_\_\_\_\_ Yes \_\_\_\_\_ No

Return Security Deposit to:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Pavilion Inspection after rental Supervisor \_\_\_\_\_ (initials) Responsible Party \_\_\_\_\_ (initials)

Deposit will be returned **within 60 days** by mail upon inspection of rental site after event

**Rental Rates**

**Fee and Security Deposit due at time of Reservation.**

| Rental Time | Village Resident | NON – RESIDENT | NON FOR PROFIT                 | Security Deposit |
|-------------|------------------|----------------|--------------------------------|------------------|
| Half Day    | \$50             | \$75           | Weekends (Sat – Sun) \$25/\$40 | \$50.00          |
| All Day     | \$75             | \$100          | Weekdays - Free                | \$50.00          |

Payments may be made via cash, check or money order payable to the “Village of East Syracuse”

## TERMS OF USE

1. Pavilion may be reserved Sunday – Saturday 9 am – 8:00 pm
2. **Facility must be left in order and clean or security deposit may be retained.**
3. **To receive a security deposit back the following steps must be taken.**
  - a. **All garbage must be put in green trash containers against fence, including trash in containers under pavilion and all trash on pavilion grounds. Do not put trash in metal can near the grill. This container is for ashes only.**
  - b. **At the conclusion of the rental, the Park supervisor will do a routine inspection of Pavilion area. If satisfactory the supervisor and responsible party will sign the rental agreement form. The security deposit will be sent out by mail.**
4. No one under 18 years of age is permitted to reserve facilities.
5. The presence or consumption of alcoholic beverages is prohibited.
6. No smoking on Park grounds
7. Music is permissible but must be controlled. A Village of East Syracuse representative may require the elimination of music if it too loud.
8. No pets allowed at Ellis Field Park.
9. A Charcoal grill is provided at Pavilion. Additional grills (propane tanks) are prohibited.
10. If picnic tables are moved, they must be returned to their original location.
11. A certificate of insurance is required for bounce house, dunk tank etc.
12. Fees are Non-refundable unless cancellation is made at least 2 weeks prior to scheduled usage.
13. Person listed on this form and signing below as representing above named group is legally responsible for any and all actions of group members while they are in a Village of East Syracuse facility. This person will be held financially responsible & liable for any damage to Park property caused by a member of their group.

I, \_\_\_\_\_, hereby request reservation of the Village of East Syracuse Facility named above, for the dates, times and purpose shown. I certify that I understand and agree to the terms of use. I further agree to hold harmless the Village of East Syracuse, its officers & employees, in any claim of personal injury or property damage in any way arising from use of this facility

Permit Holder's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use Only

Total Paid \_\_\_\_\_ Date: \_\_\_\_\_ Receipt # \_\_\_\_\_

Notes \_\_\_\_\_

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