



# 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**

Robert T. Tackman

## **Deputy Mayor**

Kimberly Liedka

## **Trustees**

Mary Albanese

Margaret Raesky

Dominic Celletti

## **Justice**

Joseph Zavaglia

## **Manager/Clerk**

Michael Moracco

## **Parks & Recreation**

Thomas Richardson

## **DPW Superintendent**

Randy Hughson

## **Code Enforcement**

Christopher Shields

## **Fire Chief**

Michael Cramer

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 Filed 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

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 2020**

500 McCool Ave, East Syracuse NY 13057

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

Rental Date Requested: \_\_\_\_\_ Time: \_\_\_ 9:00<sup>am</sup> – 2:00<sup>pm</sup> \_\_\_ 3:00<sup>pm</sup> – 8:00<sup>pm</sup> \_\_\_ 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 \_\_\_\_\_

Deposit will be returned 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	\$25.00	\$50.00	Weekends (Sat – Sun) \$25/\$40	\$50.00
All Day	\$40.00	\$65.00	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. **A carry in-carry out policy is in effect for trash in all pavilion areas.**
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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