



Town of Claverack
P.O. Box V/ 91 Church Street
Mellenville, N.Y. 12544-0111

CLAVERACK TOWN PARK FACILITY USE GENERAL REQUIREMENTS

1. Individuals, businesses, clubs, or organizations requesting to use the Claverack Town Park Facilities for public or private events are to review and complete the following forms:
 - a. Claverack Town Park Facility Use Application
 - b. Claverack Town Park Rules and Regulations
2. Facility Use Fees cover an 8-hour block of use (within Park hours), including set-up and clean-up.
 - \$125 - Kitchen Use (Kitchen Use cannot be requested without a Pavilion Use Fee.)
 - includes the use of Bar-B-Q pit (wood NOT included)
 - \$50 for each additional hour over the 8-hour block
 - \$100 - Pavilion Use ONLY
 - Claverack Residents (proof of residency may be requested).
 - Personal use only, NOT for Businesses, Clubs, and Organizations
 - \$200 - Pavilion Use ONLY
 - Non-Claverack Residents, and all Businesses, Clubs, and Organizations.
3. Security Deposit: \$150 (required as a separate check)
 - Returned upon inspection of the facilities utilized for damage and cleanliness.
 - Forfeited if the event is cancelled within five days of the date reserved.
4. If the town park facilities are requested by any business, organization, or large group (more than 25 people), a Certificate of Insurance must accompany the Claverack Town Park Facility Use Application. Such Certificate of Insurance must state: "THE TOWN OF CLAVERACK IS NAMED ADDITIONAL INSURED FOR USE OF THE TOWN PARK". The Certificate of Insurance must show liability coverage in force for the requested date of use and a liability amount of at least \$1,000,000/ \$2,000,000.
5. Reservations for use of the Town Park can be made with the Town Clerks office on a first come first serve basis. However, it is the intent of the Town of Claverack to facilitate the use of the park and facilities by the maximum number of persons. Therefore, if needed, applications will be considered and approved on a priority basis in the following order:
 - a. Town sponsored events
 - b. Events by benefit organizations
 - c. Events by Religious, Political, Fraternal, or Social Organizations
 - d. Events by private citizens and organizations:
 - i. From the Town of Claverack
 - ii. From Columbia County
 - iii. From outside Columbia County
6. Applications must be submitted to the Town Clerks Office at least 10 days prior to the event, and at least 45 days prior to the event if alcohol use is requested. The Town Board must approve all alcohol requests. Applicants will receive confirmation of approval from the Town Clerks Office.
 - a. **Alcohol Use:** The alcohol provider must submit the following additional items:
 - i. NYS Liquor Authority Permit (noting the date and location of the event)
 - ii. Additional certificate of liability insurance. Such Certificate of Insurance must state: "THE TOWN OF CLAVERACK IS NAMED ADDITIONAL INSURED FOR USE OF THE TOWN PARK" The Certificate of Insurance must show liability coverage in force for the requested date of use and a liability amount of at least \$1,000,000/ \$2,000,000.
7. Upon receipt of a completed application, signed park rules and regulations, required fees, and Certificate of Insurance (if applicable), applications will be considered for approval, based on the above priority list and the date of receipt. Applicants will receive confirmation of approval.
8. The Applicant is the primary point of contact and shall remain on-site during the entire event.