

CP Family ID: \_\_\_\_\_

Municipality: \_\_\_\_\_

**STEWART PARK LARGE PAVILION**  
**RESERVATION FORM**

**2024 Rental Season: April 15-October 15**

Renter: \_\_\_\_\_

Reservation Day & Date: \_\_\_\_\_

Individual

Arrival Time: \_\_\_\_\_

College  Business/Organization  Club

Departure Time: \_\_\_\_\_

Total # of Hours: \_\_\_\_\_ (full hours only)

Business/Organization's Dept.: \_\_\_\_\_

**(include set up/clean up time)**

Group Size: \_\_\_\_\_

**Max Capacity: 200 siting/400 standing**

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

Reason for Reservation: \_\_\_\_\_

(City)

(State)

(Zip Code)

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

Phone/Cell Number: \_\_\_\_\_

<b>Rental Choice:</b>	<b>Residents - City of Ithaca/ Town of Ithaca/Village of Cayuga Heights:</b>	<b>College/ Business/Organization/Club &amp; Non-Residents:</b>	
<input type="checkbox"/> Hourly Fee	<input type="checkbox"/> \$50.00/hour	<input type="checkbox"/> \$65.00/hour	Total Hours:
<input type="checkbox"/> Flat Fee (8+ hours)	<input type="checkbox"/> \$375.00 Flat Fee	<input type="checkbox"/> \$475.00 Flat Fee	Total Fee:

**IS** your event a festival, parade, race, fundraiser, or other event taking place on public property and that is open to the public?  Yes  No

**If YES**, you may need to rent all three pavilions. Any festival, parade, race, fundraiser, or other event taking place on public property and that is open to the public requires a permit. A Special Event permit should be applied for when an event would require 3 or more separate permits from the City, then contact the Event Permit Specialist Scott Rougeau at (607) 274-6579 or visit: [www.cityofithaca.org/522/Special-Events](http://www.cityofithaca.org/522/Special-Events)

Is your event through the Special Events Committee?  Yes  No

Date of Special Event Application: \_\_\_\_\_

**OR**

**IS** your event a birthday party, private graduation party, family reunion?  Yes  No

**Do I need permits?**

**Will you have amplified sound?**  Yes  No

*Amplified Sound: Application available on-line at: [www.cityofithaca.org/528/Noise-Permit](http://www.cityofithaca.org/528/Noise-Permit)*

**Will you be putting up signs or erecting tents?**  Yes  No

*Tent/Sign permits (for tents larger than 20x20) Building Division (607) 274-6508. Application available on-line at: [www.cityofithaca.org/DocumentCenter/Home/View/77](http://www.cityofithaca.org/DocumentCenter/Home/View/77); contact Dig Safely New York at least 2 working days before the tent installation: [www.digsafelynewyork.com/excavators/811-you-dig](http://www.digsafelynewyork.com/excavators/811-you-dig) or call 811 for phone information*

**Will you be using Green Space?**  Yes  No

*Pavilion rental does not include the space around the outside of the pavilion. To rent contact Jim D'Alterio at [Jdalterio@cityofithaca.org](mailto:Jdalterio@cityofithaca.org) or 607-273-1090*

Are you having food trucks/trailer/smoker?  Yes  No

If yes, please contact the Ithaca Fire Department if vendor plans to use fueled appliances, a propane use permit must be acquired, (607)272-1234

Alcohol: Will alcohol be present at your event?  Yes  No

If yes, you will have alcohol present at your event, the City of Ithaca requires a Waiver of Liability to be signed at the time of the reservation being completed. Please sign the attached Waiver of Liability and Release and return with your completed reservation form.

Will alcohol be sold and/or provided (tickets/vouchers/catered) at your event?  Yes  No

\*\* Special permission is required for the sale and consumption of alcoholic beverages on city property. Proof of a liquor license from the NYS Liquor Authority (SLA) and liquor liability insurance are required. The City will only approve the sale and consumption of alcohol during an event in a venue that includes a controlled, clearly defined containment area. Please contact the Event Permit Specialist Scott Rougeau at (607) 274-6579

There is a \$10.00 fee for each/any change from the original date and/or time (depending on availability).

**Refunds:** There is a \$15 processing fee deducted from any pavilion refund. Refunds *may be* made under the following circumstances:

- The cancellation request must be received in writing and at least 45 days prior to the date of the original reservation; or
- When an error has been made by an employee of the City of Ithaca as to the pavilion or space to be reserved.
- All reservations are made on a first come, first serve and paid basis. Reservations cannot be accepted over the phone. Please return this fully completed and signed form with full payment to the Ithaca Youth Bureau, 1 James L. Gibbs Drive, Ithaca, NY 14850, by mail, fax: (607) 273-2817 or email ([iyb@cityofithaca.org](mailto:iyb@cityofithaca.org)). Please make checks payable to: **Ithaca Youth Bureau.**

I have received, read, and agree to abide by all rules and regulations of pavilion use at Stewart Park and I further agree to pay for all damages to the facilities at Stewart Park which may be caused by my group/organization's use (other than normal wear and tear). It is also understood that the City of Ithaca reserves the right, though rare, to cancel any reservation at any time should a conflict arise with my use of the facilities (an appropriate refund would be made). Furthermore, I agree to not hold the City of Ithaca or any of its employees responsible for any and all accidents, injuries, damages or monetary loss from my group/organization's use of the facilities at Stewart Park.

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

*Office Use Only:*

Method of Payment:

Credit Card: Visa/MC/Discover/American Express  Cash  Check # \_\_\_\_\_  
(circle credit card used)

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

V-CODE: \_\_\_\_ \_\_\_\_ \_\_\_\_ (last 3 digits on back of card) Amount \$ \_\_\_\_\_

Print Card Holder's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

	Date _____
	Initials _____
	Paid \$ _____

# RULES OF USE

**\*\*The renter on the reservation form will receive an email with the 4-digit code to unlock the large pavilion the Friday before your event. Please read the email carefully when you receive it and follow the instructions. \*\***

## Information about the Park

- Reservations may not be transferred, assigned, or sublet to another individual or organization.
- Stewart Park opens at 8:00 a.m., closes at 10:00 p.m.
- Dogs are allowed on a leash in Stewart Park but **are prohibited in bird sanctuary areas.**
- Please park all cars/vans/service vehicles only in designated parking areas. The fields at Stewart Park may be soft/wet due to weather, please take all necessary precautions to protect the lawns from damage during your event/rental.
- The sale of goods and/or services within the parks is prohibited except as allowed below:
  - The grounds and facilities at Stewart Park may not be used by an individual, group, or organization to raise money except that a not-for-profit group or organization may schedule one (**but not more than one in a calendar year**) chicken barbeque or similar activity.

## Safety

- No space heaters or propane/kerosene heaters are allowed in or around the pavilion including the pavilion "porch".
- **NEW 2024 -- No kiddie pools, dunk tanks, bounce houses or other inflatables are allowed in Stewart Park (except blow-up movie screens are allowed with the following: bldg. permit, liability insurance and waiver. For blow-up movie screens you must contact the City's Building Department at: [Building Division | Ithaca, NY - Official Website \(cityofithaca.org\)](http://Building%20Division%20Ithaca,%20NY%20-%20Official%20Website%20(cityofithaca.org))**

## Pavilion Use Etiquette

- All picnic tables **must remain** in the Stewart Park Large Pavilion. You can move the picnic tables around inside, but they must be returned to their original places at the end of your reservation. If not, there will be a \$75 minimum fee charged, plus an additional \$50 an hour staff charge.
- The use of staplers, tacks, nails and/ or glue is prohibited on the pavilion or on the tables; please only use allowable adhesive products for decorating, such as: non-residue producing tapes (painter's tape).
- **Carry In/Carry Out. Please remove all garbage/recycling, decorations, leftover food, etc.** It is the renter's responsibility for the disposal of your garbage. Do not leave ANYTHING behind, do not drop/leave/place garbage elsewhere in Stewart Park, this is illegal and is considered littering. There will also be a minimum garbage removal/disposal fee of \$100 (maybe larger, depending on amounts/bags of garbage left behind) in the event your garbage is left behind, plus an additional \$50 an hour staff charge, and will also affect any future rentals.
- **If your reservation is last of the day, please shut all doors and turn off lights when leaving.**

## Alcohol Use

- The sale of alcoholic beverages, tickets/vouchers for alcohol is prohibited unless all prior requirements of the Special Event Clerk have been met prior to reservation.
- The possession and use of alcoholic beverages is allowable, but you must contact the Special Event Clerk prior to the event; an alcohol permit may be required.

## Additional Charges

- Any physical damage to the pavilion after your use will be subject to additional fees/charges for any such damage. SEE ABOVE, if additional cleaning or garbage removal is required after your rental of the pavilion, you will be subject to a minimum cleaning charge and an hourly fee for staff time.
- The City reserves the right to require a deposit, security bond and/or Certificate of Liability Insurance naming the City of Ithaca as an additional insured in the amount of \$1 Million, for future reservations based on your current use and treatment of the pavilion.

***I hereby acknowledge that I have received, read, and agree to abide by all rules and regulations of pavilion use at Stewart Park:***

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# RENTER'S COPY OF SIGNED RULES OF USE

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## Additional Charges

- Any physical damage to the pavilion after your group's use will be subject to additional fees/charges for any such damage.
- If additional cleaning or garbage removal is required after your rental of the pavilion, you will be subject to a minimum cleaning charge of \$100.00, plus \$50.00 per hour of staff time.
- The City reserves the right to require a deposit or security bond for future reservations based on your current use and treatment of the pavilion.



# Waiver of Liability and Release Express Assumption of Risk and Indemnity Agreement

Name of Organization/Person using City Property

Location of City Property to be Used

Date of Event

Number of Attendees Expected

Description of Activities to be Conducted on City Owned Property

\*Please see page 2 for Waiver and signature

In consideration of its use of City of Ithaca Property, I or the organization listed above HEREBY RELEASE, WAIVE, AND RELINQUISH ALL CLAIMS AND LEGAL ACTIONS FOR PERSONAL INJURY, WRONGFUL DEATH, OR PROPERTY DAMAGE AGAINST THE CITY OF ITHACA ("CITY"), ARISING AS A RESULT OF ITS SPONSORSHIP OF AND PARTICIPATION IN THE ACTIVITIES CONDUCTED ON THE ABOVE REFERENCED DATES AT THE CITY PROPERTY DESCRIBED ABOVE, OR ANY ACTIVITIES INCIDENTAL THERETO INCLUDING RESCUE ACTIVITIES. THIS RELEASE APPLIES EVEN IF THE CITY IS NEGLIGENT OR OTHERWISE AT FAULT. I, OR THE ORGANIZATION LISTED ABOVE, ALSO AGREE TO PROTECT, HOLD HARMLESS, DEFEND AND INDEMNIFY THE CITY FROM ALL CLAIMS AND LEGAL ACTIONS FOR PERSONAL INJURY, DEATH OR PROPERTY DAMAGE ARISING FROM CONDUCT, SPONSORSHIP, ACTS OR OMISSIONS RELATED TO THE ABOVE DESCRIBED ACTIVITIES, INCLUDING SUCH CLAIMS AND ACTIONS BROUGHT BY THIRD PARTIES. THESE INDEMNITIES APPLY EVEN IF THE CITY IS NEGLIGENT OR OTHERWISE AT FAULT AND INCLUDE BUT ARE NOT LIMITED TO REASONABLE ATTORNEY'S FEES AND COSTS.

I or the organization listed above understand the effect of this document is that I (1) acknowledge and assume all risk of injury, death, or property damage suffered by participants in the above described activities while using City property, even if it occurs as a result of the negligence of others or defects in equipment, (2) absolve and release the City from the consequences of any negligence, including without limit, rescue efforts, and defects in equipment, and (3) will protect, hold harmless, indemnify and defend the City against any legal actions or other claims for damages arising from my actions.

BY ENTRY INTO THIS AGREEMENT I OR THE ORGANIZATION LISTED ABOVE UNDERSTAND THAT IT MAY BE FORFEITING IMPORTANT LEGAL RIGHTS AND INCURRING IMPORTANT LEGAL RESPONSIBILITIES.

I or the organization listed above warrants that execution of this agreement was voluntary and that the City has not made any representations to induce or coerce me or the organization listed above to sign this document. I or the organization listed above agree that the terms of this document bind me or the organization listed above, its agents, employees, consultants, officials, board members, heirs, assigns, executors, and administrators, and expressly and specifically protect City including, as applicable, their agents, employees, officers, directors, and shareholders.

Name and Title of Individual Signing on Behalf of Themselves of the Organization Listed Above

Signature

Date