

# **STEWART PARK LARGE PAVILION RESERVATION FORM**

**Pavilion Rental Season runs from April 15<sup>th</sup> through October 15<sup>th</sup>.**

Organization/College/Club: \_\_\_\_\_ Reservation Day & Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Municipality: \_\_\_\_\_

(City/Town/Village)

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

(Street Address)

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

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

(City)

(State)

(Zip Code)

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

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

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

## **Tell Us about your Reservation:**

**Are you holding a fundraiser or other event (open to the public), such as a chicken BBQ or similar activity?**  Yes  No

**Is your reservation for individual/family use (i.e., birthday party, graduation party, family reunion, wedding, etc.)?**  Yes  No

## **Do I need permits?**

**Will you have amplified sound?**



**Are you renting a bounce house, dunk tank or inflatable?**  Yes  No

**Will you be putting up signs or erecting tents?**

**Alcohol: Will alcohol be served and/or provided at your event?**  Yes  No

**Will you be selling alcohol, tickets/vouchers for alcohol?**  Yes  No

**If YES**, you must rent the pavilion **EXCLUSIVELY**. If your event is open to the public, requires 3 or more permits then contact the Clerk's office to complete our special event application. (607) 274-6570 or review the application information at:

[www.cityofithaca.org/522/Special-Events](http://www.cityofithaca.org/522/Special-Events)

**Amplified Sound:** Mayor's Office (607) 274-6501. Application available on-line at:

[www.cityofithaca.org/528/Noise-Permit](http://www.cityofithaca.org/528/Noise-Permit)

**Inflatables, etc.:** A Certificate of General Liability in the amount of \$1 million, naming the City of Ithaca as an additional insured is required prior to your event in addition to a Waiver of Liability and Release Form.

**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

**Alcohol:** If you will be providing alcohol at your event, the City of Ithaca requires that a Waiver of Liability be signed at the time of the reservation being completed.

\*\*Special permission is required for the sale and consumption of alcoholic beverages on city property. Proof of a liquor license from the NYS Alcoholic Beverage Control Board (ABC) 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 City Clerk's Office, 607-274-6570.

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Ithaca Youth Bureau, 1 James L. Gibbs Drive, Ithaca, NY 14850

Phone: (607) 273-8364 Fax: (607) 273-2817 Email: [iyb@cityofithaca.org](mailto:iyb@cityofithaca.org)

**PLEASE NOTE: UNLESS RENTING FOR EXCLUSIVE USE,  
YOU MAY BE SHARING THE PAVILION**

We encourage the use of pavilions by more than one group whenever possible and practicable.  
**Please check the group size and circle the fee below:**

| <u>Sharing:</u>                           | <u>Exclusive Use:</u>  | <u>Individuals/Families<br/>of the City of Ithaca:</u> | <u>Organizations/Clubs/Colleges<br/>&amp; Non-City Residents:</u> |
|---|--|--|---|
| <input type="checkbox"/> Up to 50 people  |  | \$100.00   | \$130.00  |
| <input type="checkbox"/> 51-100 people    |  | \$140.00   | \$180.00  |
| <input type="checkbox"/> 101 - 149 people |  | \$175.00   | \$265.00  |
|   | <input type="checkbox"/> <b>150 + people or (Exclusive Use):</b> | <b>\$210.00</b>  | <b>\$275.00</b>   |

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

- When the cancellation is received in writing less than 60 days after reservation is received, and at least 45 days prior to the date of the 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.
- There may be additional charges to change or move from original date and/or time (depending on availability).

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

**Method of Payment:**

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 in person, by mail, fax ((607) 273-2817) or email ([iyb@cityofithaca.org](mailto:iyb@cityofithaca.org)). Please make checks payable to: **Ithaca Youth Bureau.**



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

|  |                        |
|--|------------------------|
|  | <b>Office Use Only</b> |
|  | <b>Date</b> _____      |
|  | <b>Initials</b> _____  |
|  | <b>Paid \$</b> _____   |

## My Use of the Park Pavilion

### Helpful Information about the Park

- Reservations may not be transferred, assigned, or sublet to another individual or organization.
- Stewart Park/Cass Park opens at 8:00 a.m., closes at 10:00 p.m.
- Dogs are allowed on a leash in Stewart Park/Cass Park, **but are prohibited in the 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.
- **\*\*NEW 2021\*\* You must rent the Small Pavilion BBQ separately in order to use.**
- 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.

### For Your Safety

- No space heaters or propane/kerosene heaters are allowed in or around the pavilion including the pavilion "porch".
- If your reservation is last of the day, please shut all doors and turn off lights when leaving.

### Pavilion Use Etiquette

- All picnic tables must remain in the Stewart Park Large Pavilion and if you have moved the picnic tables around inside, they must be returned to their original places.
- 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 (painters tape).
- **Carry In/Carry Out. Please remove all garbage/recycling, decorations, leftover food, etc.**

### Alcohol Use

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

### Additional Charges

- Any physical damage to the pavilion after your group 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 \$50.00, 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.