



TOWN OF WILTON
Recreation
AT GAVIN PARK

10 Lewis Drive, Saratoga Springs, NY 12866
Phone: 518-584-9455 Fax: 518-587-9913
www.townofwilton.com
Facebook: gavinpark-wiltonny

BUILDING & PROPERTY RENTAL APPLICATION

The facilities at Gavin Park are primarily for use by Wilton organizations, residents of the Town of Wilton, the Parks & Recreation Department, and Town of Wilton programs. All rental facilities at Gavin Park are subject to availability. Included in the Gavin Park facility are:

- Available for Rent: Gavin Gym, Dailey Gym, Meeting Room, Baseball Fields, Athletic Fields, Large Pavilion, Small Pavilion, Batting Cage/Gym
Non-Rentals: Game Room, Walking Track, Open Spaces, Public Pavilion, Playground, Basketball Courts, and Tennis Courts
INSTRUCTIONS: Check with Park & Recreation staff for availability of space and dates. Complete and sign this form and submit the following to the Gavin Park Office:

- Completed & signed Town of Wilton Rental Application
- Corporate resolutions or written authorization allowing you to sign for organization
- Two (2) separate checks made payable to Town of Wilton (rental fee* and \$250 deposit)*see current fee schedule
- Proof of residency
- Hold Harmless Agreement & Certificate of Insurance

Applicant/Vendor: _____ Today's Date: _____

Address: _____ Email Address: _____

Organization/Group Name: _____

- | | | | |
|--------------------------|------------------|-------|---------------------|
| <input type="checkbox"/> | Dailey Gym | _____ | From _____ To _____ |
| <input type="checkbox"/> | Gavin Gym | _____ | From _____ To _____ |
| <input type="checkbox"/> | Athletic Field | _____ | From _____ To _____ |
| <input type="checkbox"/> | Baseball Field | _____ | From _____ To _____ |
| <input type="checkbox"/> | Lg. Pavilion | _____ | From _____ To _____ |
| <input type="checkbox"/> | Sm. Pavilion | _____ | From _____ To _____ |
| <input type="checkbox"/> | Meeting Room | _____ | From _____ To _____ |
| <input type="checkbox"/> | Batting Cage/Gym | _____ | From _____ To _____ |
| <input type="checkbox"/> | Other | _____ | From _____ To _____ |

Purpose & Full Description of Use: _____

Is the organization in the Town of Wilton? Yes _____ No _____ Admission Fee? Yes _____ \$ _____ No _____
Apx. Size of Group? _____ Will there be spectators? Yes _____ No _____ If yes, how many? _____
Will you be bringing in outside vendor(s)? Yes _____ No _____ If yes, name of vendor(s): _____

Equipment and/or furniture needs: _____

Condition of Use: It is understood that the above-named user will abide by all policies and rules (please see back of this page) of the Town of Wilton, the Parks & Recreation Department, NY State Department, and they shall be liable for all damages from the activity. I understand there are no children allowed in the facility during adult programming. **Tournaments** shall have EMS presence, a trash dumpster, porta potties, Vincek Field Rental, list of authorized agents and contacts provided, and pay \$25/ hr. for cleanup, if necessary, which shall be required. Pre-payment is required.

I have notified the Town of Wilton and my insurance carrier of all activities that will take place during my event and have provided the town with a Certificate of Insurance which covers all of the events and activities as outlined above. The Town is not responsible for lost or stolen property.

Signature: _____ Phone Number: _____

Date: _____ Mobile Number: _____

Cancellations-All Facilities: If cancellation is made 90 or more days before the first date of use, 100% refund will be issued. 30-89 days before first date of use, 50% refund will be issued. 15-29 days before the first date of use, 25% refund will be issued. 1-14 days before the first date of use, no refund will be issued. **Cancellations must be in writing.**

Revised 1/30/20



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HOURS OF OPERATION:

Hours of operation and availability for multipurpose facilities and gymnasiums are specified by the Parks & Recreation Department. These hours will vary as required and will have no bearing on the outside areas hours of operation.

Outside Areas Hours of Operation:

Park Opens at 9:00am, daily Park Closes at 6:00pm, daily during EST and 9:00pm during DST

Outside areas refers to the fields, pavilions, playground, and general open green areas. Violators in the Park during closed hours will be considered trespassers, reported to law enforcement, and prosecuted to the full extent of the law. Any vehicles left after the Park closes will be towed at the owner's expense. Video monitoring surveillance is in use.

SNOW OR WEATHER RELATED CLOSING:

It is the responsibility of the renter to contact the Recreation Department to see whether the facility will be open. Gavin Park does not follow school closings. Wilton Town buildings are usually open, regardless of inclement weather.

FEES, DEPOSITS & PAYMENTS:

Fees are determined by the Town Board and are to be paid under the terms and conditions set forth by the Parks & Recreation Department. A \$250 security deposit is required against damages to the facility or equipment or failure to pay rental charges. Deposit must be paid at the time of reservation. The facility must be left in the condition it was found and all equipment returned. After use, the rental will be inspected by Parks & Recreation Department staff to determine any damage or infringement of rules. They will make a recommendation to the Parks & Recreation Administrator as to whether or not to return or take the deposit. Damages in excess of deposit amount of \$250 will be billed to user. Failure to pay may result in legal action and forfeiture of future rentals. There is a \$20 fee for all returned checks. If the payment of your bill is overdue, your rental privilege may be revoked.

INSURANCE & HOLD HARMLESS REQUIREMENTS:

All users are required to provide a Certificate of Insurance with minimum limits of:

- \$1,000,000.00 Bodily Injury, per occurrence
- \$1,000,000.00 Property Damage, per occurrence
- \$2,000,000.00 Aggregate, or \$1,000,000.00 Combined Single Limit

Users are required to provide a Certificate of Insurance naming the Town of Wilton, the Dailey Foundation, and Saratoga Springs City School District as additional insured on a general liability policy with the limits set by the Town of Wilton Parks & Recreation Department. All users are required to fill out and sign the Hold Harmless Agreement (pg. 3).

GENERAL RULES FOR GAVIN PARK:

- Please watch for children. Pedestrians have the right of way.
- No pets/livestock allowed.
- Please be respectful of other activities in progress.
- Firearms and fireworks are not permitted.
- Children must be supervised at all times
- Fires for cooking are permitted at the barbecue sites at the Rental Pavilions ONLY. No other grills are permitted. No propane or gasoline may be brought into the Park.
- The speed limit in the Park is 15MPH.
- All Vehicles must stay on designated roadways.
- Parking is permitted in designated areas only Cars parked in NO PARKING areas will be towed at owner's expense.
- All DJs, equipment, tents, bouncy bounces, use of electricity, stakes in the ground, etc., must be approved in advance by the Parks & Recreation Administrator and/or the Maintenance Supervisor.

RENTAL PAVILION USAGE

There is a Large and Small Pavilion available for rent. Both have cooking grills. The public Pavilion by the restrooms is open to the public at all times during Park hours of operation. Cooking is NOT allowed at this pavilion. The Public Pavilion is NOT rentable. Tables should be placed back in the same position they were in before rental Users arrived. Children must be properly supervised at all times. Play areas are open to the public.

MULTIPURPOSE FACILITY/GYMNASIUM USAGE

Permitted activities are determined by the Parks & Recreation Department. No Food, drinks, or gum is permitted in the facility. Wet shoes must be left in the hallway. Equipment requests must be made in advance. Due to insurance requirements, no children are permitted in the facility during adult Programming. Children must be properly supervised at all times. Activities should begin and end promptly, as scheduled. Hours of availability are specified by the Parks & Recreation Department

Any violation of the above rules and guidelines could terminate usage rights.

Deposit \$ _____ Check # _____ Security Deposit Check: (circle one) Returned Destroyed
 Insurance certificate expiration Date (D/M/Y): _____ - Ins. Carrier & Policy # _____
 Maintenance Report: _____
 _____ Maintenance Signature _____