

VILLAGE OF ARKPORT PARK
RESERVATION FORM & RULES AND REGULATIONS

The Village Park and its facilities are available to Village residents, Village organizations and outside users. Reservations must be made prior to the event through the office of the Village Clerk and may be subject to approval by the Board of Trustees.

Village office hours are Monday – Thursday from 9am-1pm. Office Phone 607-295-7346

Mail in applications accompanied with deposit check is permissible
Village of Arkport, PO Box 465, Arkport, NY 14807-0465

Reservations:

1. Application and security deposit of \$45.00 each must be received by the Village Office to reserve the event. Payment forms of cash, check or money order are accepted. Sorry, we can not except credit or debit card payments at this time.
2. A charge of \$45.00 for the renter use fee and security fee of the facilities must be paid before or on the day you pick up the key.
3. Key **MUST** be picked up the Thursday before your reservation. Office closes at 1:00pm.
4. Your \$45.00 security deposit will be returned to you when the key is returned (See Rule #3)

Rules:

1. The Village Park and Bathroom Facilities are to be left in clean and tidy condition.
2. **ALL TRASH AND GARBAGE MUST BE REMOVED WHEN YOU LEAVE THE PARK.**
3. The cost of any damage and repair in excess of the security deposit will be billed to the permitted.
4. Key must be returned to the Village Office on the same day after the event. A drop box is located in the front of the Village Office Door.
5. Music (live bands, disc jockey or recordings) will be played at a reasonable decibel level. Complaints from nearby residents will result in an immediate order to cease such entertainment and may jeopardize future use of the premises.
6. All occupants must clear the premises by the close of the park at **10:00pm**.
7. Cancellation made 10 days prior to the event will receive refund of deposit. If cancelled 9 days or less the deposit is non-refundable.

Fill out the information requested, sign as indicated and return to the Village Hall Office.

Date and Time Facilities Requested: Date: _____ Time: _____

Permitted: _____ Telephone: _____

Mailing Address: _____

Park Payment: \$45.00 Cash _____ Check# _____ Key# _____ Return Date _____

Park Deposit: \$45.00 Cash _____ Check# _____ Dep. Returned Date _____

Emergency Contacts: Patricia Amidon 607-769-0723 Theo Holder 607- 382-6195
Ambulance/Fire: NYS Police /Sheriff: ----- 911

—————> I hereby agree to comply with the rules and regulations as stated above. PLEASE SIGN
