

VILLAGE OF ARKPORT PARK  
RESERVATION FORM & RULES AND REGULATIONS

The Village Park and its facilities are available to Village residents and Village organizations. 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: 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 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 use of the facilities must be paid before or on the day
3. you pick-up the key.
4. Key **MUST** be picked up the Thursday before your reservation.
5. 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 will 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 Hall building.
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.

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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: Theo Holder 382-6195 OR Jon Hedges 295-7079

Ambulance/Fire: NYS Police /Sheriff: ----- 911

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

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