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 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, liability waiver and **security deposit** of **$45.00** must be received in the Village Office **prior** to event date to reserve the location.
2. A **rental fee** of **$65.00** for the use of the facilities **must be paid 10 days before the date of your reservation**.
3. Your $45.00 security deposit will be returned to you after a check of premises has been completed and no damages or messes are found (see rules below)

Rules:

1. The Village Park and Bathroom Facilities are to be left in clean and tidy condition.
2. The cost of any damage and repair in excess of the security deposit will be billed to the signer.
3. 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.
4. All occupants must clear the premises by the close of the park at **10:00 pm**.
5. Cancellation made 10 days prior to the event will receive refund of deposit. If canceled 9 days or less the deposit is non-refundable.
6. By signing this application, you hereby knowingly and freely assume all responsibility for any risk of lost, stolen or personal property damage, or injury that may be sustained while on Park premises. I hereby release the Village of Arkport and staff (Mayor, trustees, DPW and office staff) of all responsibility and liability of injury, death, loss or damage to personal property associated with activities participated in this event.

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

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

Name: _____ Phone: _____

Mailing & Email Address: _____

Reason for use: _____

Park Payment: $65.00 Cash_____ Check# _____ Key#_____ Return Date_____

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

Emergency Contacts: Bonnie Dungan 607-382-5118 / John Guthrie 607-382-7069
Ambulance/Fire: NYS Police /Sheriff: 911

rev. August 2026

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

_____

Signature Date