

Instructions for completing the Elm Avenue Park Large Pavilion Request Form

This facility can be reserved by a resident of the Town of Bethlehem or a Town of Bethlehem based organization only.

Please contact the Parks and Recreation Department at 439-4955 ext. 3 to determine availability on your preferred date(s) **OR**

You may check availability using our online system (www.townofbethlehem.org/parksonline).

The fee for use of this facility is \$125. For groups of 300+ the fee is \$200. Other fees may apply for special setups/requests. Complete the form, print, and remit with payment (cash, check, MC, Visa, Discover) to:

Town of Bethlehem Parks and Recreation Dept.
261 Elm Ave.
Delmar, NY 12054
Fax (credit card only) 439-2144

Your reservation will then be approved and a confirmation/receipt will be emailed or mailed.



TOWN OF BETHLEHEM

Albany County – New York

PARKS & RECREATION DEPARTMENT

ELM AVENUE PARK

261 ELM AVENUE, DELMAR, NY 12054

439-4955 Option 3

FAX 439-2144

Nan Lanahan-Administrator



ELM AVENUE PARK LARGE PAVILION PERMIT

Please Print Neatly!

Today's Date: _____

Date Pavilion Requested: _____

Time: _____ To: _____ Size of Group: _____
(Include set-up & clean-up time)

Any Special Requirements or Requests: _____
(Certain requests may be subject to an additional fee)

Purpose of Facility Use: *(Be Specific)*: _____

Name of Organization/Individual: _____

Organization/Individual Address: _____ Zip: _____

Organization Phone #: _____

Name of Person Responsible: _____

Address: _____ Zip: _____

Phone (H): _____ (W): _____ (Cell/Pager): _____

E-Mail Address: _____

- The reservation contact listed above is legally responsible for any and all actions of the pavilion users while they are at Elm Avenue Park. This person will be held financially responsible for any and all damages to park property caused by a member of his/her group. This person is responsible for his/her group's adherence to all permit guidelines including those pertaining to alcohol use.
- The reservation contact hereby acknowledges that he/she has read, understands and agrees to comply with the guidelines outlined on the back of this form. The reservation contact further verifies that he/she is 18 years of age or older (21 or older if beer or wine is being served).
- The reservation contact hereby requests reservation of the Town of Bethlehem pavilion named above, for the date(s), times and purpose shown. He/she further agrees to hold harmless and completely indemnify the Town of Bethlehem, its officers, agents and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

INDICATE CREDIT CARD TYPE: MASTER CARD VISA DISCOVER

Credit Card #: _____ Exp. Date: _____ CVV#: _____ (3 digit # on back of card)

Signature of card holder: _____

This permit must accompany person responsible to the event

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ELM AVENUE PARK PAVILION INFORMATION & GUIDELINES

Pavilion Hours: Daily: 10:00am-Dusk

Location: Located in the northern most section of the park.

Pavilion Use: The pavilion must be reserved by residents of the Town of Bethlehem or Town of Bethlehem based organizations. The pavilion is to be used for recreational purposes only. The permit must accompany the person(s) responsible to the picnic.

Seating Capacity: 350 adults comfortably at one time.

Additional Facilities Included: The accompanying volleyball court, horseshoe pits, & barbecue area are reserved for the organization or individual on the permit for the date and time specified. The softball field may be reserved for an additional fee.

Recreational Equipment: A volleyball and horseshoes may be obtained at the pool desk beginning at 11:00am from the second Saturday in June through Labor Day. A resident pool pass or Drivers License must be left at the desk to sign out the equipment. Equipment should be returned to the pool desk prior to 8:00pm. Prior to the second Saturday in June and after Labor Day these equipment items can be signed out at the Park office, Monday through Friday from 8:30am to 4:30pm. Equipment must be returned to the park office on Monday following a weekend picnic.

Rest Rooms: Rest rooms are available at the pavilion.

Barbecue Grills: There are two, 24"x18" grills and one, 2'x8' grill available. Items needed for cooking must be supplied by the user. When finished using the grill for the day DO NOT EXTINGUISH THE COALS, REMOVE THE COALS, OR POUR WATER ON THE UNIT. Please do not burn anything other than charcoal in the grills.

Parking: All vehicles must park in the pavilion parking lots which are located just east and south of the pavilion. Vehicles may unload at the pavilion, but must park in the lot. Handicapped parking is available near the pavilion and regulations for handicapped parking will be enforced. Vehicles may not park on grass or roadway. Guardrails may not be removed to access the pavilion with a vehicle.

Water: Water is available from the rest room sinks.

Electricity: There is one outlet and lights in each of the men's and ladies' rest rooms. Eight electrical outlets are available in other areas of the pavilion. The pavilion is not lit after dark so we recommend that you clean up prior to darkness. A generator may be necessary when using large electrically operated cooking equipment.

Accessibility: The parking lot, roadway, eating area, rest rooms and adjacent areas are accessible for wheelchairs. Wheelchair accessible picnic tables are also available.

Beverages: All beverages must be served in non-glass containers. Glass bottles are not permitted. Beer & wine are the only alcoholic beverages which may be served (must be 21 or older). Alcoholic beverages may not be sold on the premises.

Music: Amplified and live music is allowed after 12:00pm at reasonable volume levels only.

Decorations: Do not use tacks, nails, or staples on the tables or pavilion. Decorations must be removed.

Pets: Pets are prohibited.

Restrictions: Firearms, fireworks, unlicensed motorized vehicles and soliciting are prohibited.

Cleanup & Damages: Cleanup and any damages are the responsibility of the group or individual holding the permit. The Parks and Recreation Department will remove all trash placed in trash receptacles. Groups with over 400 people must provide an additional large trash receptacle or roll-off. Please do not leave trash bags outside of the receptacles.

Cancellations: If you decide to cancel, this office must be notified at least 2 weeks prior to your picnic in order to receive a refund. There is a processing fee of 10% from the amount you paid.

Any violation of the above guidelines may result in immediate revocation of the permit and may jeopardize future usage. Any questions or cases not covered in the above guidelines will be decided by the Administrator of the Parks & Recreation Department.