



**TOWN OF STILLWATER  
881 HUDSON AVE  
PO BOX 700  
STILLWATER, NY 12170**

## **RULES AND REGULATIONS FOR PAVILION RENTAL**

The following rules and regulations are set forth for the safety and well-being of the Stillwater Town Parks.

1. Groups, organizations, and individuals using the park pavilion space will comply with all rules and regulations of the Town parks.
2. All organizations or individual utilizing the pavilion area exclusively must have submitted the application, fees, and proof of insurance prior to their event.
3. **\*\*The hours of the park are from dawn to dusk. All participants of your event must be cleared from the area within 15 minutes from your time slot for next available party or cleaning.**
4. **\*\*No motorized vehicles of any kind will be allowed inside the park or parked up near the kitchen or pavilion.** There are designated parking areas at the entrance of the park.
5. No underage drinking allowed. Alcoholic beverages restricted to pavilion area only.
6. **\*\*The permit holder will be responsible for clean-up after their event such as cleaning off the tables and picking up food or paper debris laying around. \*\* (There is a \$50 refundable fee (Cash or Separate Check) to insure Clean-up is accomplished. )**
7. All garbage must be place in the provided containers unless classified as a carry in carry out park. There is no littering in the park. **(Riverfront Park is a carry in carry out park)**
8. Dogs are allowed inside the park but must be on a leash at all times and accompanied by their owners. The owner of the dog will be expected to clean up after their dog and dispose of all waste in the provided containers, unless classified as a carry in carry out park which means you carry out the waste.
9. Tobacco use is prohibited in all park areas. The parks are non-smoking parks for the enjoyment and use of all.
10. Authorized personnel of the Town of Stillwater or local law enforcement may revoke this rental agreement at any time if it is determined that the application contained false information, or if any attendee of the event has not complied with the rules and regulations set forth, or the safety of other visitors or patrons is endangered by the permit holder's event. If the permit holder's permit is revoked, no fees will be refunded.
11. **\*\*The permit holder must request permission by the Town of Stillwater to bring in additional large tents and entertainment devices such as bounce houses, slip n slides etc. If you are granted permission to erect larger tents or bring in entertainment devices they must go in the designated area only and removed the same day. The Town will not be held responsible for any damage or injury.**

12. The permit holder agrees to assume all liability for any damage done to any Town of Stillwater property as a result of the permit holder's event.
13. The name of the insured and the payee must be the same as the individual or group that is on the rental permit.
14. If the event is catered, the caterer must provide the Town with a certificate of insurance.
15. A reservation fee of \$50 is required for all Town of Stillwater residents renting one pavilion. A reservation fee of \$75 is required for all non-residents renting one pavilion.
16. \*\*The reservation fee is for a four-hour time block.
17. The fees are non-refundable rain or shine.
18. The fees are for rental of the pavilion only. Rental fee does **NOT** include exclusive use of the tennis courts, playing fields, Basketball court and playground. (kitchen use at Glen Hollow Park will require an additional fee of \$50) All park facilities are open to the public.
19. Applications may take up to 48 hours to process.
20. All rentals must be completed by 7:00 pm, unless permission to extend is given by the Town at the time of rental.
21. The permit holder is required to sign an assumption of risk for renting pavilion.
22. The permit holder must carry a copy of the permit during the event in case of proof of the rental is needed.
23. The Stillwater Town Board may set procedures, rules and fees for the rental of town park pavilions by resolution, and may from time to time amend the same by resolutions.

Neither the loss of permit, collection of damages, or both will prohibit the prosecution by the Town of Stillwater of any person for a violation or regulation, State or Local Law, ordinance, rule or regulation of the park, or damage to the facility.

A violation of these rules and regulations is an offense under the Laws of the Town of Stillwater, subjecting the offender to conviction of a violation punishable under law.