



Ogden Parks and Recreation
 269 Ogden Center Road
 Spencerport, NY 14559
 (585) 617-6174
www.ogdenparksandrec.com



**PINEWAY PONDS PARK
 LODGE RESERVATION FORM**

Please note:

- Payment must be made at time of reservation using cash, check, or credit card (Visa, Mastercard, Discover- additional processing fee applies); a separate security deposit of \$50 cash/check is to be made at key pick up.
- Lodges cannot be reserved until payment is made.
- Residents may make reservations (1) year in advance; Non-residents may reserve (6) months in advance of event.
- Facilities are available to rent between 8:00am-9:45pm; Facilities are closed for most holidays; there will be an additional \$15 charge for holidays when the facilities are open. Please make checks payable to: TOWN OF OGDEN
- Proof of identification is required with all rentals.
- Return to: Ogden Parks & Recreation, 269 Ogden Center Road, Spencerport, NY 14559
- All information is required. Please read thoroughly and write legibly. All (3) pages must be completed.
- Form cannot be filled out in another person's name.

1. Name of Group/Organization: _____ Today's Date: _____

2. Purpose for Using Facility (*be specific*): _____ Approx. # Attending: _____

3. Name of Applicant (*must be 21 years or over and present during time of rental*): _____

4. Applicant's Home Address, City, Zip: _____

5. Phone (Home): _____ (Work): _____ (Cell): _____

6. Email: _____

7. Day & Date of Event (*lodge cannot be entered until date/time of event*): _____

8. Time of Use (includes set-up and take-down): FROM: _____ am/pm TO: _____ am/pm

9. Will you or anyone else be supplying alcoholic beverages? YES NO

10. Special Activities (*bands, caterer, tent, dj, etc.-permission needed & insurance required*): _____

*Facilities are available to rent between 8:00am-9:45pm; Facilities are closed for most holidays; there will be an additional \$15 charge for holidays that we are open.
 *FACILITIES CAN ONLY BE ENTERED ON THE DAY/TIME OF PERMIT.**

Facility	Description & Fees	1 st Choice	2 nd Choice
Boetcher Lodge	Available year round (add'tl \$15 for reservations between November 1-April 30); Seating Capacity: 96 Amenities include heat, lights, water, stove, refrigerator, indoor bathrooms, outdoor grills. FEES*: Town Resident: \$195 Non-Resident: \$235 November 1-April 30: add \$15		
Owens Lodge	Available year round (add'tl \$15 for reservations between November 1-April 30); Seating Capacity: 60 Amenities include heat, lights, water, stove, refrigerator, indoor bathrooms, outdoor grills. FEES*: Town Resident: \$140 Non-Resident: \$170 November 1-April 30: add \$15		
Canal Days Lodge	Available May-mid October; Seating Capacity: 50 Amenities include lights, stove, refrigerator, outdoor grills. FEES*: Town Resident: \$115 Non-Resident: \$140		
Gravelle Lodge	Available May-mid October; Seating Capacity: 60 Amenities include lights, stove, refrigerator, outdoor grills. FEES*: Town Resident: \$115 Non-Resident: \$140		

*An additional 1.85% +25 cent processing applies to credit card payments. A security deposit of \$50 is required in addition to the above fees with all rentals. Deposit can be made in the form of a cash or check at the time of key pick-up. Deposit will be returned if: the policies are adhered to; facility, equipment and grounds are found to be in satisfactory condition; and if key is returned to OPRD Admin. Office within 3 business days of rental. Should damages exceed the \$50 deposit, the person signing this agreement will be billed the additional costs.



****Signature required on back as well as on Indemnity Agreement.****



- ____ 1. **APPLICANT MUST BE 21 YEARS** of age or older and must be present during the activity and assume responsibilities for his/her guests. Identification with birthdate is required of applicant.
- ____ 2. **PERMIT IS NON-TRANSFERABLE.**
- ____ 3. **FACILITY IS NOT TO BE USED** until date and time specified on permit. No rentals can start prior to 8:00am; All rentals must end (including clean-up) by 9:45pm. Entering the lodge prior to the date on your permit will result in an additional rental charge and the loss of security deposit.
- ____ 4. **RENTER IS RESPONSIBLE FOR** picking up the key, opening and closing the building (including all windows and doors), and returning the key. Failure to pick the key up by the deadline may result in not being able to use the lodge.
- ____ 5. **A SECURITY DEPOSIT OF \$50 IS REQUIRED** in addition to the above fees with all rentals. Deposit can be made in the form of a cash or check at the time of key pick-up. Deposit will be returned if: the policies are adhered to; facility, equipment and grounds are found to be in satisfactory condition; and if key is returned to OPRD Admin. Office within 3 business days of rental. Should damages exceed the \$50 deposit, the person signing this agreement will be billed the additional costs.
- ____ 6. **CANCELLATION/REFUND POLICY**
 - Refunds will only be given if cancellation is received in writing at least 30 days prior to rental date.
 - *No refunds* will be given if cancellation is made less than 30 days prior to rental date.
 - All refunds/credits are subject to a \$50 processing fee and town board approval. It may take 4-6 weeks to receive refund.
 - Any changes to your permit (date/lodge) are subject to a \$25 processing fee.
- ____ 7. **PINEWAY PONDS PARK IS SMOKE-FREE.** Tobacco and other smoking products are not permitted anywhere on Park Property.
- ____ 8. **ALCOHOL** is allowed only in non-breakable containers and only if the permit is marked. No alcohol should be served to any person under the age of 21. Identification with birthdate is required of applicant. Cans, Bottles, or Cups are not allowed on recreation areas, parking lots, or ball fields. The sale of alcohol is not permitted.
- ____ 9. **NO PERSON** shall deface, injure or disturb any building, sign, equipment or property located within the park. No signs or balloons are permitted on the Pineway Ponds Park entrance sign.
- ____ 10. **GRILLS** are to be used for cooking purposes only. Use of large or pull behind BBQ grills or smokers, portable grills, is not permitted without prior approval. Personal charcoal/gas grills may be used but are not allowed under the roof or inside any lodge. A protective surface under BBQs is required. Coals and grease must be safely removed from the park by the user and may not be dumped in the trash receptacle. Deep fryers are not permitted.
- ____ 11. **FIRECRACKERS, FIREWORKS, FIREARMS, or other INCENDIARY DEVICES** are not allowed in the park.
- ____ 12. **ANIMALS** (with the exception of service animals) are not allowed in the lodges. All pets must be leashed while in Pineway Ponds Park, and cleaned up after. Ponies/Horses or petting zoos are not permitted anywhere at Pineway Ponds Park.
- ____ 13. **PERMIT IS ONLY FOR USE OF THE FACILITY SPECIFIED IN THE PERMIT FOR DATE/TIME SPECIFIED IN THE PERMIT.** All other areas in the park remain open to the public and must not be affected by the permitted use. Fields/Courts/Play areas may be closed or unavailable. Lodge discounts will not be provided during times of closure.
- ____ 14. **ALL GARBAGE IS TO BE REMOVED FROM LODGES AND SURROUNDING AREAS AND DEPOSITED IN DUMPSTERS** provided for that purpose. Area should be left in same or better condition than it was found.
- ____ 15. **PULLING A FIRE ALARM WHEN THERE IS NO EMERGENCY MAY BE A CRIMINAL OFFENSE.** When a fire alarm is pulled, Security Personnel, Maintenance Personnel, and Emergency Personnel are dispatched. If there is no emergency found, your \$50 security deposit will be forfeited.
- ____ 16. **MUSIC and NOISE MUST BE KEPT AT REASONABLE LEVELS AS TO NOT DISRUPT OTHER FACILITY AND PARK PATRONS.** Live bands and DJs are only allowed at Boetcher lodge with permission from the Town of Ogden Parks and Recreation Director.
- ____ 17. **CERTIFICATE OF INSURANCE NAMING THE TOWN OF OGDEN AS ADDITIONAL INSURED IS REQUIRED** for music/dj/band, serving caterers, tents, etc. These items must be listed on page 1 of this form. Permission must be given to have live music, disc jockeys, and tents.
- ____ 18. **TABLES AND CHAIRS** are to be cleaned and stacked after use. Tables and chairs must remain inside the lodge.
- ____ 19. **DECORATIONS...** Only free standing or table decorations are allowed. No tape, tacks, nails, staples, or glue. Fog, fog machines, bubbles, confetti, glitter, candles/open flame, straw or hay are not permitted. Balloons must be securely anchored. All decorations are to be removed at the end of the rental.
- ____ 20. **TENTS** are permitted at Boetcher Lodge and Canal Days Lodge with approval from the Town of Ogden Parks and Recreation Director. Proof of insurance from the tent company is required prior to rental. Tent must be set up and removed during the time periods of the lodge rental.
- ____ 21. **INSURANCE COVERAGE...**The Town may require the group/organization to provide coverage for the event.
- ____ 22. **GAMBLING** on Town property is not permitted except when permitted by the Town Board.
- ____ 23. **NO FOOD OR MERCHANDISE** may be sold in Town recreational facilities or on Town property without written approval from the Town of Ogden Parks and Recreation Director. Food Trucks/Vendors are not allowed in Pineway Ponds Park.
- ____ 24. **RULES OF PLAYGROUND, SPLASH PAD, AND FISHING POND** must be followed by all park patrons and lodge users.
- ____ 25. **ATVS, SNOWMOBILES, AND OTHER RECREATIONAL EQUIPMENT IS NOT ALLOWED** at Pineway Ponds Park.
- ____ 26. **WATER BALLOONS, RECREATIONAL WATER TOYS, POOLS, SLIP AND SLIDES, BOUNCE HOUSES, DUNK BOOTHS, AND OTHER AMUSEMENT APPARATUS, (PERSONAL OR COMMERCIAL) ARE NOT ALLOWED.**
- ____ 27. **PARKING LOTS ARE OPEN FOR ALL PARK USERS.** Vehicles must be parked in designated parking lot areas. Vehicles are not allowed on pathways, curbs, playing fields, or grass areas. Loading or unloading from vehicles must be done from designated parking lot areas only.
- ____ 28. **FACILITIES MAY NOT BE USED FOR** personal gain or profit, religious purposes, sales promotion, social meetings, fundraising, or for the benefit of private individuals or commercial concerns engaged in marketing.
- ____ 29. **OPRD RESERVES THE RIGHT TO PROHIBIT CERTAIN ACTIVITIES/EVENTS ON TOWN GROUNDS.**

By signing this request, my group/organization and I agree to be bound by the above terms and conditions, to pay fees charged and to pay the cost of repair or replacement of the Town of Ogden Parks and Recreation property damaged as a result of the use of this facility.

Signature

Date



Ogden Parks and Recreation
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Spencerport, NY 14559
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INDEMNITY AND HOLD HARMLESS AGREEMENT

(Name of Applicant/Group/Organization)

By signing below, the above mentioned applicant/group/organization hereby agrees to indemnify and hold harmless the Town of Ogden from any and all claims or actions based upon property damage, personal injury, or death resulting from any acts, omissions, or any other matter whatsoever of the above mentioned group/organization, its members, guests, and invitees, while on the premises of the Pineway Ponds Park located in the Town of Ogden.

This agreement shall include indemnity to the Town of Ogden for all costs, counsel fees, expenses or any other liability whatsoever, which may be incurred by the Town of Ogden as a result of the above-mentioned group/organization's use of the Town of Ogden facilities.

Signature

Date