



TOWN OF NORTH CASTLE RECREATION & PARKS
 40 Maple Avenue ~ Armonk, NY 10504
 (914) 273-3325 / Fax (914) 273-2139
 www.NorthCastleNY.com

Susan M. Snyder, C.P.R.P.
 Superintendent of Recreation

PARK FACILITY APPLICATION FORM 2011-12

Park facilities are available to Town residents and local businesses for **recreational purposes only**. Groups with less than 60% residents pay a non-resident rate. Any organization or individual looking to use park property for the purpose of conducting its business must contact the Superintendent for special permission and arrangements.

Name of family/organization: _____ Today's Date: _____

Contact person: _____ Email: _____

Address: _____ Zip: _____

Home phone: _____ Cell phone: _____

Type of Event: _____ Date(s): _____

Start Time: _____ (include set up & clean up) End Time: _____ # of guests: _____

Special Requests: _____

Park Facility Requested (please check all that apply):

Lombardi Park	Picnic Pavilion _____	Ballfield #1 _____	Ballfield #2 _____	Clark Field _____
Community Park	Picnic Pavilion _____	Ballfield #1 _____	Ballfield #2 _____	Ballfield #3 _____
	Ballfield #4 _____	Track field _____	Turf field _____	Pee Wee field _____
NC Community Center	Clove Field small _____		Clove Field large _____	
Other	Wampus Brook Gazebo _____		Town Hall Legion field _____	

Fees (circle all that apply): **Resident Family** **Local Business** **Non-resident**

Picnic Pavilion	Weekdays	\$25/\$50	\$100	\$200
	Weekend/holidays	\$100	\$200	\$300
	Damage Deposit	\$100	\$200	\$200
	Alcohol Permit	\$ 25	\$ 25	\$ 25
Ballfield (up to 2 hours)		\$ 25	\$ 50	\$100
Ballfield lights (up to 2 hours)		\$100	\$200	\$300
Gazebo event/ photos only		\$100/\$25	\$200/\$50	\$300/\$100
Total Fees charged:		_____	_____	_____

Continued on reverse

RECREATION & PARKS RULES AND POLICIES (please read and sign below)

1. Reservations will not be held until payment is received and application form is complete. Make checks payable to “**North Castle Recreation**”.
2. Groups are limited to 120 people.
3. There are no refunds or raindates unless the Town closes the facility or cancels the reservation. With at least 2 weeks prior notice, we will try to reschedule a date for you.
4. Patrons are responsible to leave the park in clean condition, disposing of trash and recycling properly. Waste shall be separated into 3 categories: 1) waste 2) paper 3) bottles, cans and plastics #1 through #7. Refuse will be placed in clear bags, secured and brought to parking lot dumpster.
5. A refundable \$100/\$200 damage deposit is required for all picnic pavilion rentals which will be returned after the pavilion is found to be left clean and undamaged.
6. Person(s) in charge must be 21 years of age or older and be a Town resident or local business employee.
7. An insurance certificate listing the Town of North Castle as additionally insured must be provided for all organizations who wish to use a facility. Guidelines are listed on a separate sheet.
8. Alcohol is not permitted, except by special permit and then only in the picnic areas by those over 21 years old. There shall be no use of illegal substances.
9. No transactions, sales, or fundraising of any kind are permitted on Town property unless special permission is obtained by the Superintendent and a required vendor’s permit is obtained.
10. No loudspeakers, bands, PA systems without special permission of the Superintendent. Any amplification or loud noise must comply with the Town’s Noise Ordinance.
11. No tents or inflatables are to be erected on park property without special permission of the Superintendent.
12. No burning or fires permitted except in designated grills. Fires must be thoroughly extinguished prior to leaving the grounds.
13. No person shall conduct himself in such manner as to: endanger the life, limb, or property of the other visitors to the park; be suggestive of immoral acts; be offensive or injurious to the morals of any person frequenting the park.
14. No person shall introduce or carry any firecrackers or throw, cast, kick or strike any baseball, golf ball, football, basketball, or other object, except in places designated thereof.
15. No engine powered devices shall be permitted onto park lands, except maintenance, police, and emergency vehicles. Properly licensed vehicles may be operated only on roads and parking areas specifically designated by the Recreation & Parks Department.
16. All persons must leave the park facilities at the designated permit times. Parks shall be open to the public one hour after sunrise to one hour after sunset, unless otherwise specified.
17. Department programs and their affiliates nullify any reservation privileges.
18. **Please contact the Recreation and Parks Office prior to your event if you have any questions regarding the Park Facility Application and Recreation and Parks Rules and Policies.**

I have read and understand the above rules and regulations and agree to abide by them. I hereby agree to release the Town of North Castle, its Town Council, employees, and volunteers of any liability whatsoever in connection with any damages and/or injuries that I or a member of my party may sustain in using any facility owned or operated by the Town of North Castle.

Signature: _____ Date: _____

Permit Approved by: _____ Date: _____

Office Use Only

Fee collected: _____ cash/check # _____ receipt # _____