

Goshen Parks Rental Information

Reservations and Permits

Goshen Parks and Recreation Commission reserves the right to increase fees and/or amend any requirement, rule or regulation at any time as it deems appropriate.

Individuals, families, organizations, or businesses that wish to have exclusive use of any field(s) or facilities, hold events or conduct business at any park must obtain a permit in advance. This includes uses that:

- Use the kitchen facilities at Craigville Park
- Bring bus groups to a park
- Charge admission or "suggested donation"
- Promote a cause
- Conduct fundraising
- Hold concerts, festivals, entertainment, trade shows, rallies, special events, unusual activities
- Involve caterers, DJs, or vendors
- Provide goods or services of any kind to the public

Submission Requirements Reservation must be received at least four (4) weeks prior to use. Reservation requests are not deemed received unless they are complete, including applicable fee, deposit, and certificates of insurance. Depending upon the event, other requirements noted below may apply. Reservations are accepted on a first-come, first-serve basis.

Daily Rental Deposit For all renters, a deposit equal to the rental fee is required. Deposit is returned within two to four weeks after the event, if the area used has been returned to its original condition and all rules and regulations have been followed (see Park Rules and Regulations). All trash must be bagged and placed in receptacles provided. For groups over 100, renters must arrange for trash to be removed. All groups must comply with Orange County Mandatory Recycling Program. Any damage, litter or rule violation will result in loss of deposit.

Cancellation/Change Policy Once your deposit and insurance certificate have been received and your reservation confirmed, the facility is held for you for that date. Other renters are turned away and staff is scheduled to be on site. Should you change or cancel your reservation, your deposit will be subject to the following policy: More than four (4) weeks before the event = full refund Between two (2) and four (4) weeks before the event = 50% refund Less than two (2) weeks before the event = no refund to change or cancel your reservation, you MUST call the Parks & Recreation office at 845.294.1558

Insurance Requirements for Permit Insurance certificates must be provided by ALL renters, including those for whom the rental fee is waived.

(a) General Liability -certificate naming the Village of Goshen, Town of Goshen, and the Goshen Joint Recreation Commission as additionally insured, for a minimum of \$1 million, for the specific date(s) of the event, including set-up days.

(b) Automobile Liability – copies of insurance coverage on all vehicles entering parks that are related to the event, such as delivery vehicles, caterer vehicles, DJ or band sound trucks, etc.

(c) Workers Compensation & Employers' Liability – copies of insurance coverage as required by law.

Structures and Special Equipment Any structures or special equipment approved for use during your event, such as a stage, rides, ramps, etc, may require a permit to certify its safety for public use. You will be responsible for obtaining the permit prior to the event. For events at Town Parks, contact the Town Building Inspector at 845.294.6430 x226. For events at Village Parks, contact the Village Building Inspector at 845.294.8881 to inquire if a permit is needed. Failure to do so may result in your event being shut down.

Alcoholic Beverages The SALE of alcoholic beverage is strictly prohibited at all times. Providing alcoholic beverages to event guests is prohibited unless a permit to do so is obtained from the New York State Alcoholic Beverage Control Board (NYS ABC). The NYS ABC permit requires Goshen Recreation & Parks Commission signature prior to submission.

"Temporary Beer and Wine" permits are available to individuals and organizations from the NYS ABC. To receive a Special Event Permit application and instructions, **call the ABC at 518.474.3114.**

"Distilled Spirits" permits are available to caterers with liquor licenses only. The entity holding the valid liquor license must apply for the Special Event Permit by calling the ABC at 518.474.3114. "Distilled Spirits" permits are for private parties only, not events where the general public is invited or present.

All ABC permit applications must be complete and received by the ABC at least 15 days prior to event.

Restrooms Craigville Park & Salesian Park have restroom facilities (women's: 4 toilets / men's: 2 toilets & 2 urinals). Events at Craigville Park that anticipate over 300 participants may be required to provide additional portable toilets.

Events held at parks other than Craigville & Salesian Park must provide sufficient portable toilets. The number of portable toilets will depend upon the number of attendees, refreshments available and duration of event. Generally, the ratio is 1 toilet per 50-75 people where food and/or beverages are available and the event is longer than 1-2 hours.

Event Security All events of over 500 people must provide a minimum of two uniformed security personnel. The number of security officers will depend upon the number of participants in the event. Security personnel must be trained, and may be off-duty police officers or private guards.

Noise and Duration of Event Most parks are located near residential areas. In reviewing your application, staff may add conditions limiting the noise generated by your event, and the duration of your event so that it is not unreasonably disruptive to neighbors.

Daily Rental Fees

GOSHEN PARKS RENTAL FEES - May 2010

Craigville Park Daily Rental Fees

Renter	Attendance	Kitchen	Park/Pavilion	Per Field	
non-commercial	under 100	\$75	\$75	\$50	residents
non-commercial	"	\$100	\$100	\$75	non-resident
commercial	"	\$100	\$100	\$75	Goshen
commercial	"	\$125	\$125	\$100	non Goshen
non-commercial	101-300*	\$100	\$100	\$75	residents
non-commercial	"	\$125	\$125	\$100	non-resident
commercial	"	\$125	\$125	\$100	Goshen
commercial	"	\$150	\$150	\$125	non Goshen
non-commercial	301-500*	\$175	\$175	\$100	residents
non-commercial	"	\$225	\$225	\$150	non-resident
commercial	"	\$225	\$225	\$150	Goshen
commercial	"	\$275	\$275	\$200	non Goshen
non-commercial	over 500*	\$225	\$225	\$150	residents
non-commercial	"	\$325	\$325	\$250	non-resident
commercial	"	\$325	\$325	\$250	Goshen
commercial	"		not accepted		non Goshen

Salesian Park has No kitchen
 Erie, Lions, Bruen, Ganley have No restrooms & No kitchen
The daily Rental Rates are HALF the amount noted above

*** Attendance may be limited by the parking available**

(Revised 05/11/10)

Goshen Parks Rules and Regulations

For safety and courtesy

Parks closed from Dusk to Dawn daily

No trespassing after hours

No littering or vandalism

No glass

No alcoholic beverages

No loud music

No golfing

No unlicensed vehicles (snowmobiles, dirt bikes, ATVs, etc)

No open fires without permit

No cooking or barbecuing in any area not designated for such purpose

No weapons or hunting

No horses

All dogs must be on a leash & pooper scoopers used

No dogs in playgrounds, courts or skateboard area

No dogs during special events

Playground equipment is for children only, adult supervision is required

Bicycling, skating and skateboarding in designated areas only

Goshen Parks Rental Application

Permit _____ Office Use: _____ Date Complete _____
Rental _____ # _____
Deposit _____ fee Ck# _____
Ck# _____

Goshen Parks and Recreation Commission reserves the right to deny an event permit if the application is incomplete or inaccurate, to require additional conditions for public safety and welfare or to halt an event that has not received a permit, or is not in compliance with its permit.

_____ Individual _____ Family _____ Goshen Resident (proof required) _____ Non Resident
_____ Non-Profit (proof required) _____ Organization within Goshen _____ Commercial Organization
_____ Organization outside Goshen

LIST PARK AND ALL FACILITIES/FIELDS
REQUESTED _____

USE OF CRAIGVILLE PARK KITCHEN _____ Yes _____ No

RENTER NAME _____

ADDRESS _____

CONTACT/RESPONSIBLE PERSON _____

TELEPHONE _____ CELL PHONE _____ EMAIL _____

TYPE OF EVENT _____

Attach complete description of event activities and flyers/ads for event DATE(s) OF EVENT

(Including any set-up dates) TIME ARRIVING _____ DEPARTING _____

NUMBER OF PEOPLE _____ PERCENT GOSHEN RESIDENTS _____

Portable toilets _____ Yes _____ No If Yes, number of units _____

Security Personnel _____ Yes _____ No If Yes, number of officers _____

Additional trash receptacles & trash removal service _____ Yes _____ No

STRUCTURES or SPECIAL EQUIPMENT TO BE ERECTED? _____ Yes _____ No

If Yes please attach copy of the permit from building inspector

ALCOHOLIC BEVERAGES SERVED ___ Yes ___ No If Yes, attached ABC permit application

CATERED ___ Yes ___ No NAME & PHONE _____

DJ PROVIDED ___ Yes ___ No NAME & PHONE _____

INSURANCE (application is incomplete without the applicable insurance)

General Liability Insurance Certificate ___ Yes (required from all renters)

Automobile Liability Insurance copy from Caterers, DJs, Deliveries, etc ___ Yes ___ N/A

Workers' Compensation & Employers' Liability copies ___ Yes ___ N/A

PAYMENT AMOUNT ENCLOSED \$_____

The undersigned shall be responsible for the conduct of all persons participating in this event and shall cause all persons to abide by the rules and regulations of the facility and rules and regulation for renting the facility(s). By signing below, the undersigned warrants that all the information in this application is true, complete and correct.

Signed: _____

Title: _____ Date: _____

Submit completed application with attachments as follows.

Make Checks Payable To:

VOG Joint Recreation

Forward To:

Goshen Parks & Recreation

Village Hall

276 Main Street

Goshen, New York 10924

Phone 845.294.1558