

***This Rental Form alone is NOT proof of a confirmed reservation.***

<b>TOWN OF SULLIVAN PARKS &amp; RECREATION DEPT.</b> 707 Legion Drive, Chittenango, NY 13037 (315)687-3471 <a href="https://sullivan.recdesk.com">https://sullivan.recdesk.com</a> <b>Pavilion Rental Form</b>				
Name of person and/or business renting facility (must be 21 or older)			Email	
Home Phone	Work Phone		Cell Phone	
Mailing Address (Street or PO Box)		City	State	Zip
Date Requested		Use (What sign should say)		
Start Time	End Time	Group Size	Will this event be catered?	

**Sullivan Park Pavilion 1 \_\_\_\_\_ Pavilion 2 \_\_\_\_\_ Pavilion 3 \_\_\_\_\_ Chapman Park Pavilion 1 \_\_\_\_\_ Pavilion 2 \_\_\_\_\_ Pavilion 3 \_\_\_\_\_**

**Resident—Non-Refundable Use Fee \$50.00—Checks Payable to “Sullivan Community Council”**  
**Non-Resident—Non-Refundable Use Fee \$150.00—Checks Payable to “Sullivan community Council”**  
**ALL fees due at time of reservation!**

**CONDITIONS OF THIS NON-REFUNDABLE PAVILION PERMIT**

1. Reservations are accepted until March 16 by lottery drawing for Town of Sullivan residents. A Non-Refundable use fee of \$50.00 is required for all resident reservations. The Non-Refundable fee for non-residents is \$150.00. The full amount of fee is due at time of reservation.
2. There will be no refunds for usage fees for pavilion cancellations.
3. The permit holder must be 21 years or older to reserve a pavilion. The permit holder is responsible for attending the event from start to finish.
4. It is the responsibility of the permit holder to ensure that anyone consuming alcohol is over the age of 21.
5. The permit holder is responsible for the conduct and proper behavior of the entire group. This includes acts of vandalism, littering, harmful behavior, excessive noise, abusive language and disorderly conduct.
6. Damages and cleanup are the responsibility of the permit holder. Failure to abide by these guidelines will result in loss of security deposit and possible denial of future permits.
7. The Park is open from dawn to dusk. Pavilions open at 9am and close at 8pm mid-May to Labor Day. After Labor Day, Pavilions close at dusk.
8. Our parks are smoke free.
9. There is **NO** fund-raising, selling, soliciting, advertising or gambling allowed.
10. There are **NO** tents, bounce houses or other large apparatus that requires installation in the grass areas allowed.
11. There are **NO** firearms, fireworks or other dangerous weapons are allowed in the park.
12. Automobiles may be used to deliver food and beverages to the pavilions on designated service roads. Disabled visitors may also be transported to the pavilion. All cars, trucks, vehicles, etc. must park in designated areas. There is NO parking on the grassy areas.
13. Groups using catering food service are required to submit a Health Dept. permit from their County Health Department.
14. The use of portable or permanent electricity for supporting public address systems or any sound amplification equipment is prohibited, except by permit.

I am fully aware, accept and acknowledge the condition that the Town of Sullivan does not carry medical insurance on permit holders. Further, I agree to release the Town of Sullivan, its employees, agents and administrators from any and all claims I may have from damage arising out of my rental of a Town facility for picnic/league play/field use, and agree to defend, indemnify and hold harmless the Town of Sullivan, its employees, agents and administration from any claims by a third party arising in whole or in part out of my actions. I will in turn pursue appropriate coverage via personal or employee insurance. I acknowledge it is my responsibility that all Town rules are obeyed. I understand I will be responsible for charges due to loss or damages. I further verify that I am 21 years of age or older and assume responsibility for the actions of the above group.

**I understand that if I am found to be in violation of the conditions of this permit or the Town of Sullivan Parks Ordinance or of any other law that this permit may be revoked, all present may be asked to leave, and I may lost all future rental privileges. Furthermore, it is understood that this permit may be revoked, at any time, by the Town of Sullivan Parks & Recreation Department.**

**\*\*\* Signature \_\_\_\_\_ Date \_\_\_\_\_**

**\*\*\* Signature must be same as name on rental form. This person is the official permit holder.**