



TOWN OF ITHACA
PUBLIC WORKS DEPARTMENT
106 Seven Mile Dr., Ithaca NY 14850
publicworks@town.ithaca.ny.us

PHONE (607) 273-1656

FAX (607) 272-6076

PARK AND TRAIL USE APPLICATION

Park or Trail Requested _____

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone Number(S): _____

Date & Time of Event: _____

User Group Size: _____

Type of Event: _____

Use of Tent Anticipated? _____ **Use of Amplified Sound Anticipated?** _____

1. <u>Fees:</u>	5-49 Persons	\$25.00
	50-100 Persons	\$50.00
	101 + Persons	\$100.00

(a) A refund of the permit fee will be issued only if written notice of cancellation is received 48 hours prior to the event. Refunds can take 4-6 weeks.

- 2. Park/Trail Use Security Deposit: \$100.00**
- Comfort Station Use - Tutelo Park (optional): \$100/key**

Security deposit(s) shall be returned after an inspection of the park or trail has been conducted and no damage found. Refunds can take 4-6 weeks.

3. Insurance:

- (a) Groups 25 to 100 persons: Special event coverage must be obtained with the Town named as additional insured.
- (b) Groups over 100 persons: Special event coverage must be obtained with \$1,000,000 liability coverage with the Town named as additional insured.

4. Other Information:

- (a) **TENTS:** By New York State Law, tents larger than 200 square feet (10'x20') and canopies larger than 400 square feet (20'x20') require a permit from the Building Department. Tents of a size requiring a permit are allowed only at Tutelo Park and Eastern Heights Park.
- (b) If an event is scheduled for more than two hours and toilet facilities are not available, the permit holder shall furnish portable toilet facilities.
- (c) Parking on the grass is prohibited.

- (d) When holding an event at Tutelo Park, handicapped and elderly guests as well as any necessary deliveries may be dropped off at the pavilion. All vehicles must stay on paved areas and be parked in the lot after discharging guests or supplies.
- (e) The Town of Ithaca has the right to impose any conditions upon the use of the park or trail it deems necessary.
- (f) The Town of Ithaca has the right to revoke this permit at its discretion.

By signing below, you agree to abide by all the rules and regulations presented to you in this application as well as those in the Town of Ithaca Code, Chapter 200 Parks and Recreation Areas.

You further agree to pay for all damages to any area being used which may be caused by your organization's use.

You also agree not to hold the Town of Ithaca responsible for any and all accidents, injuries, damages, and monetary losses from your organization's event.

Print Name: _____ **Title:** _____

Signature: _____ **Date:** _____

All Fees Must Accompany Application

Office Use Only

Received By: _____ Date: _____

Approved: _____ **Denied:** _____ **Reason For Denial:** _____

Number of Comfort Station Keys Requested: _____ ID# of Keys _____

Security Deposit _____ + Key Deposit _____ + Fee _____

Total Received _____ Cash or Check #: _____

PWD Inspection of Comfort Station Conditions after use _____

PWD Inspection of Park Conditions after use _____

Comments:

Comfort Station Key Returned to PWD: _____

Date of Voucher for Refund of Security Deposit(s): _____