

TOWN OF NIAGARA
COUNTY OF NIAGARA, STATE OF NEW YORK
NIAGARA FALLS, NY

7000 LOCKPORT ROAD
NIAGARA FALLS, NY 14305



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www.townofniagararecreation.com

TOWN OF NIAGARA RECREATION DEPARTMENT
Veterans Memorial Community Park
Rental Application

Area/Building/Pavilion Requested _____

Date of Activity/Event _____

Type of Event _____

Time of Rental _____ AM/PM _____
(Party start time) (Party End time)

Set Up Time _____ AM/PM Clean Up Time _____ AM/PM Total hours _____

Contact/Applicant Name _____ Cell Number _____

Home Address _____

If you are requesting the consumption of beer/wine/spirits you MUST fill out a permit.

Policies/Procedures:

1. Application submitted without payment will not be accepted. Checks should be made out to "Town of Niagara."
2. Facilities are available on a first come-first serve basis.
3. **Maximum Capacity** of the Calvin K Richards Community Center is **100 people**.
4. It is the renter's responsibility to leave building/pavilion as they found it. Failure to do so will result in the partial or full forfeiture of the security deposit or billed for damages. All tape, decorations, signs, balloons, and other accessories must be cleared from the building/pavilion and outside areas.
5. All renters inside the Calvin K. Richards Community Center will have a staff member present.
6. Set-up and clean-up time will be charged at a \$25.00 per hour fee (max 1 hour).
7. If you need to contact the Recreation Dept. on the day of your rental, please call (716) 525-2600.
8. Use of refrigerator/freezer and stove are permitted for building rentals.
9. Security deposits will be returned by mail after the rental has been completed and the area/building/pavilions have been inspected and deemed in satisfactory condition.
10. All rentals must end by 9:00pm unless approved. If party lasts longer than time indicated above, \$75.00 for each additional hour will be deducted from the security deposit. For Additional time without security deposit a payment is required 4 days prior to date of the event.
11. There is a 48 hour cancellation policy, refunds are not granted if less than 48 hours' notice is given.
12. For rentals during May-August you may have to share part of the kitchen when concessions is operating.

Decorating Tips & Policies:

1. There are thirteen 60 inch round tables that seat 6 people at each already set up.
2. There are three 8' long tables that are already set up.
3. **The use of confetti is prohibited.** Under no circumstances, can tape, nails, staples, or other adhesives be used on the fireplace mantel. Failure to comply with these policies will result in the forfeiture of your security deposit or billed accordingly to damages.
4. Pavilion Rentals are as is. Do not take picnic tables from other pavilions. Any additional tables and chairs needed will need to be provided by renter.
5. If your party lands around a holiday, you are not allowed to take our decorations down we are a multi-use building and decorate for all holidays.

TOWN OF NIAGARA RECREATION DEPARTMENT
RENTAL FEE SCHEDULE
(Effective January 1, 2020)

Town of Niagara Residents

Area/Building/Pavilion	Fee Schedule	Security Deposit
Calvin K. Richards Community Center	\$75.00 (per hour)	\$0.00
Community Center Small Conference Room	\$25.00 (per hour)	\$0.00
Pavilion A (Near Soccer Fields)	No Charge	\$0.00
Pavilion B (Small Pavilion)	No Charge	\$0.00
Pavilion C (Small Pavilion)	No Charge	\$0.00
Pavilion D (Large Pavilion w/ nets)	No Charge	\$0.00
Pavilion E (Large Pavilion w/nets)	No Charge	\$0.00

Non-Residents

Area/Building/Pavilion	Fee Schedule	Security Deposit
Calvin K. Richards Community Center	\$100.00 (per hour)	\$150.00
Community Center Small Conference Room	\$25.00 (per hour)	\$50.00
Pavilion A (Near Soccer Fields)	\$125.00 (per day)	\$100.00
Pavilion B (Small Pavilion)	\$75.00 (per day)	\$100.00
Pavilion C (Small Pavilion)	\$75.00 (per day)	\$100.00
Pavilion D (Large Pavilion w/ nets)	\$125.00 (per day)	\$100.00
Pavilion E (Large Pavilion w/nets)	\$125.00 (per day)	\$100.00

Party Amount _____ Set Up /Clean Up Amount _____ Total _____

Deposit _____ Application taken by _____

I have read and understand all policies and procedures for use of any Town of Niagara area/building/pavilion:

Print name/ Date

Signature/ Date

Completed applications must be returned with full payment to the Recreation Department office located in the Calvin K Richards Community Center.