

Ballard Park Use & Fee Policy for Private Use and Public/Community/Not-for-Profit Events

The Ballard Park Foundation Board of Trustees encourages the use of Ballard Park for appropriate, low-impact, private events (i.e., weddings, anniversaries, family reunions, family picnics, etc.).

The following requirements shall apply for PRIVATE use of the park. Requirements for PUBLIC/COMMUNITY/NOT-FOR-PROFIT use of the park are in the following section.

PRIVATE USE OF THE PARK

Reservations: Reservations for private use of the Park are accepted on a first paid/first served basis. A Park Use Application must be completed. Parties requesting to use the park must be at least 21 years of age and must be present during the entire event. Up to two adults may be listed on the Park Use Application. Applicants are encouraged to submit their application as soon as possible to allow enough time for the application to be considered by the Ballard Park Foundation Board. All applications must be approved by the Board in advance of a private use event.

Restrictions: The Ballard Park Foundation Board may recommend that any event be denied for a variety of reasons, including but not limited to,

- The proposed use is not compatible with the purpose, character, and natural beauty of Ballard Park
- The event's scheduling conflicts with a previously approved activity
- Other uses have been approved during the same general time period as the one being requested, which could result in significant wear and tear to Park grounds
- The use will unreasonably interfere with the enjoyment of the area by other Park users and neighbors

Other Restrictions:

- The pavilion storage areas are restricted and not available for use.
- Campfires are prohibited.

Beach:

- If use of the beach is requested, to be approved, a lifeguard on duty will be required at the user's expense.

Gardens:

- If use of the garden is requested, it will be approved for only low impact events such as exchanging of wedding vows, photos, etc.

Parking:

- Only on-street parking is available.

Responsibility: In case of damage, theft, or disturbances, applicants assume full responsibility for their event and guests.

Hours: To respect the peace-and-quiet of the inns and residences surrounding the Park, music shall stop by 10:30 p.m., and the event shall conclude no later than 11:00 p.m.

User Fees: Private users of the park are required to pay a user fee, to help off-set overall park maintenance costs, based on the event's size and duration. Payment of the user fee is due at the time of application. User fees for very small and/or short duration events may be waived at the discretion of the Ballard Park Foundation Board. Any request for waiver of the user fee should be included with the application. Fees are subject to change without notice.

Insurance: Ballard Park Foundation may require the user to provide insurance and a refundable clean-up deposit. If insurance is required by the Board, applicant will provide a certificate of Insurance naming Ballard Park Foundation as additional insured for a private event for a minimum of \$1 million liability.

Alcohol Use:

- If a catered event, the alcoholic beverages shall be served by an entity and/or individual that is licensed by the State of New York to serve such beverages off premises. Confirmation/evidence of this shall be provided in writing to the Ballard Park Foundation Board prior to the event.

What BPF does:

- Walk through of the Park to show the areas and facilities you have access to
- Assist in answering questions
- Identify power availability at the pavilion and in the warming hut (?).

You should expect to:

- Arrive at your scheduled set up and start time
- Arrange and manage your event set-up; provide a site plan request for placement of tents, etc. (with the application).
- Provide a "take down" and clean-up plan. You are required to remove all belongings, outside rental items, and trash. Arrangements for delivering and setting up tents, equipment, etc. shall be made with a person delegated by Ballard Park Foundation. Setting up and closing down shall be undertaken as close to the event date(s) as practical and shall be agreed upon in advance of the event with Ballard Park Foundation. It is the responsibility of the user to insure that the Park is left in the same condition as before the use.
- Bring extension cords (?); provide all items required for food storage, service and preparation.

Parking & Deliveries:

- Trucks making deliveries shall enter from the access road on Washington Street and depart immediately after making delivery.

- Parking of vehicles on the grounds of the Park is prohibited. Exception may be made for event truck (such as food truck, airstream bar, port-a-potty trailer, etc) with prior written permission and siting by BPF.

Special Requirements:

- Trash receptacles, port-a-potties, and/or other facilities may be required by Ballard Park and must be provided by the user at the user’s expense. This will be determined upon application review.

Special Requests: Any special requests should be agreed upon with Ballard Park Foundation in advance of the event, and indicated on the application.

Questions: Please email Ballard Park Foundation: info@ballardparkny.org

Private Use Fee Schedule

	Less than 50 guests	50 – 100 guests	100 – 250 guests	250 – 500 guests	Alcohol Use Fee	Area Use Fee*
Year-round or seasonal Westport Residents	\$50 per hour	\$75 per hour	\$100 per hour	\$200 per hour	\$250	\$250
Non-Westport Residents	\$100 per hour	\$150 per hour	\$200 per hour	\$400 per hour	\$250	\$500

* An area use fee will be charged whenever an activity requires the exclusive or near-exclusive use of a major area in the Park

PUBLIC/COMMUNITY/NOT-FOR-PROFIT USE OF THE PARK

Ballard Park Foundation welcomes and encourages use of the Park for public/community/not-for-profit activities and events.

In order to reserve the park, it is necessary to follow the requirements for PRIVATE use. However, **there is NO Hourly FEE** for community/not-for-profit use, and the Board may opt to waive other fees after reviewing the application.

Public/Community/Not-for-profit users should:

- Identify which community/not-for-profit organization they represent;
- Submit an application as early as possible in order to avoid possible conflicts and allow time for approval by the Ballard Park Foundation Board

APPLICATION FOR USE OF BALLARD PARK

Name of Applicant or Organization: _____

Please check if: Private _____ or Community/ Not-for-Profit _____

Address of Applicant or Organization: _____

Address of Contact Person: _____

Work Phone # of Contact Person: _____

Home phone # of Contact Person: _____

Email of Contact Person: _____

What date(s) would you like to use Ballard Park? _____

What is the nature or type of your event or activity? Please briefly describe _____

What time will your event begin, including setup, and how long will your event last?

Please indicate the areas of the Park that you would like to use : _____

Please indicate what equipment or other objects you would like to bring into Ballard Park to use in connection with your event: _____

Please understand that your use of Ballard Park is subject to the following conditions and that any violation of these rules will subject you to removal of your activity from Ballard Park and prohibit against further use by you or your organization:

- 1) The Zoning Law of the Town of Westport
- 2) Applicable state laws or regulations
- 3) There are to be no unleashed pets present at your activity site
- 4) Alcoholic beverages are allowed for catered events (i.e. weddings, receptions, etc.) Insurance is required.

5) You or your organization agrees, by your signature below, to hold the Ballard Park Foundation, its officers, directors, agents and employees harmless from any liability arising out of or in any way in connection with the activities of the applicant and its organization and any of its officers, directors, shareholders, employees, volunteers, agents or invitees conducted on the Ballard Park property or in relation to any loading or unloading connected with your event and you agree to indemnify and hold harmless Ballard Park Foundation in connection with any such liability.

The undersigned represents that he/she is a person authorized by the organization applying for utilization of Ballard Park to enter into this agreement and to bind the organization to all terms hereof.

Name of Applicant: _____

Date: _____

By: _____

(Signature of authorized contact person)