

USE POLICIES for Private Use and 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 **COMMUNITY/NOT-FOR-PROFIT** use of the park are in the following section.

PRIVATE USE OF THE PARK

1) Application -- The attached **application** shall be submitted and approved by the Ballard Park Foundation Board. Requests for park use should be made as far in advance of the event as possible in order to insure park availability. Last minute applications should be avoided as there may be insufficient time to act on the application.

2) User Fee – Private users of the park will be requested to pay a **user fee**, to help off-set overall park maintenance costs, based on the event’s size and duration. Fees are as follows:

<u>Number of Persons</u>	<u>Fee</u>
Less than 50	\$25 per hour
50 - 100	\$75 per hour
100+	\$100 per hour

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.

3) Insurance and/or Refundable Clean-Up deposit -- Depending on the nature of the event, Ballard Park may require the user to provide **insurance and a refundable clean-up deposit**. This will be determined upon application review.

4) 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.

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

6) Parking of vehicles on the grounds of the Park is prohibited.

7) Special Requirements -- Depending on the nature of the event, **trash receptacles, port-a-potties, and/or other facilities may be required** by Ballard Park to be provided by the user at the user's expense. This will be determined upon application review. It is the responsibility of the user to insure that the park is cleaned up after use and left in the same condition as before the use.

8) Special Requests -- Any special requests should be agreed upon with Ballard Park Foundation in advance of the event.

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

COMMUNITY/NOT-FOR-PROFIT USE OF THE PARK

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

In order to reserve the park it is necessary to follow many of the same steps and requirements for PRIVATE use. However, there is NO FEE for community/not-for-profit use.

Community/not-for-profit users should:

- identify which community/not-for-profit organization they represent;
- submit an application (Item 1 in preceding list) as early as possible in order to avoid possible conflicts; and
- be guided by the other items (Items 3 – 9) in the preceding list, with the exception of Item 2, User Fee.

Adopted January 31, 2013
Ballard Park Foundation

P.O. Box 961 Westport, New York 12993

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)