

VILLAGE OF PENN YAN

RECREATION AND FACILITIES DEPARTMENT

PAVILION RENTAL APPLICATION

APPLICATIONS ACCEPTED BEGINNING THE FIRST MONDAY OF APRIL

Applicant Name: _____

Street Address: _____

City, State, Zip Code: _____

Contact Number: _____

Group, Organization, or Family Name: _____

Rental Date: _____

Approximate Number of Attendees: _____

Start Time: _____ End Time: _____

****Note:** Pavilions may be rented to multiple applicants in one day. Please ensure you include adequate set up/clean up time in your request.

Pavilion:

Red Jacket \$125 / \$250
Indian Pines \$125 / \$250
Boat Launch – Large Pavilion \$50 / \$100
Boat Launch – Small Pavilion \$25 / \$50
Lake Street Pavilion \$50 / \$100

Facility Use:

Birthday/Anniversary Party
Graduation Party
Family Reunion
Wedding
Celebration of Life
Employee Picnic
Other: _____

Will alcohol be available at your event? Yes _____ No _____

****If yes, please complete the Alcoholic Beverage Permit application form.**

I acknowledge that:

- I have received and reviewed the Informational/Rules & Regulations sheet regarding rental of Village Pavilions, and I understand the Pavilion Cancellation Request Policy.
- Summer brings along significant constructions projects for the Village of Penn Yan, and I am aware of the potential my selected reservation date/facility may not be available and alternative dates/facilities may be provided.
- I understand that all Village Parks are Carry-In/Carry-Out facilities. I am responsible to remove all garbage, decorations, signs, etc. from the facility at the conclusion of our gathering.
- I understand that failure to abide by the rules and regulations may result in privileges being revoked with no refund given.
- I understand that alcohol consumption is not permitted unless I complete the Alcoholic Beverage Permit application form with authorized approval.

Signature: _____ Date: _____

Village Office Use Only

Authorized Signature of Approver: _____ Fee Collected: _____

VILLAGE OF PENN YAN

RECREATION AND FACILITIES DEPARTMENT

ALCOHOLIC BEVERAGE PERMIT

Applicant Name: _____ **Date of Birth:** _____

Street Address: _____

City, State, Zip Code: _____

Contact Number: _____

Approximate Number of Attendees OVER 21 Years of Age: _____

Permit holder assumes all responsibility for the legal consumption of alcoholic beverages for persons covered under this permit. Permit must be in possession of applicant and be present at the gathering. Any violation of Park rules will void this permit. Full content of Parks and Playground Rules and Regulations are contained in Chapter 53 of the Code of the Village of Penn Yan.

Adherence to all New York State and Federal laws regarding possession and consumption of alcoholic beverages are the responsibility of the applicant and their guests. The Village of Penn Yan is not liable for failure of the applicant or their guests to adhere to any laws pertaining to the possession and consumption of alcoholic beverages on Village property. I understand that an approved Alcoholic Beverage Permit must be completed for alcohol to be consumed in Village Parks.

Signature: _____ **Date:** _____

Village Office Use Only

Place Applicant's Driver's License Here for
Photocopy

Authorized Signature of Approver: _____ **Date:** _____

Copy: Applicant, Penn Yan Police Department, Pavilion Rentals File

Village of Penn Yan



on Keuka Lake

Mayor Danny Condella
Trustee Kevin McCloud
Trustee Daniel Henries, Jr.
Trustee Teresa Hoban
Trustee Daniel Irwin
Trustee Norman Koek
Trustee Brenda Travis
Clerk-Treasurer Holly Easling

PO Box 426, 111 Elm Street
Penn Yan, New York 14527
Phone 315-536-3015
TDD 800-662-1220
www.villageofpennyan.com

Park and Pavilion Information

Indian Pines Park offers one of the best views of Keuka Lake and opens May 1st. The Park Pavilion is a roofed structure (no sides) with an asphalt floor with electric service. Indian Pines Pavilion can accommodate more than 100 people. There are 18 picnic tables and two grills for your use. Beach access with swimming is available when the lifeguard is on duty, the end of June through August. The Park also offers a playground for your little ones to enjoy. Bathroom facilities are conveniently located in the Park as well. Indian Pines boasts a large parking lot for your guest parking needs. There is no additional cost for parking.

Red Jacket Park offers yet another special view of Keuka Lake, opening on May 1st. This Park offers an enclosed uninsulated Pavilion that can accommodate approximately 100 people with electric service. There are 18 picnic tables and one grill with a small counter/sink area for your hosting needs. There is also an indoor water spigot. Beach access with swimming is available when the lifeguard is on duty, the end of June through August. Red Jacket offers a large playground with two bathrooms on the premises. Ample parking, at no cost, is also provided with your reservation. Please know that Red Jacket Pavilion is a rustic style structure. Although our maintenance staff cleans the Pavilion before each use, there will be signs of wear and dirt on the wood floor.

Boat Launch Pavilions... it's all in the name! Located in the public boat launch along the Keuka Outlet, two open Pavilions are offered here. The small Pavilion contains two picnic tables; the large Pavilion, 8 tables. There is no electric or water at the site, but public restroom facilities, as well as our newly opened tennis/ and pickleball courts are available for public use.

Lake Street Park offers an open Pavilion, accommodating approximately 60 people. There are eight picnic tables, one grill, and a small playground available for your use. There is no electric, water, or bathroom at this facility.

Important Note: Each year we have comments about the geese and their droppings in the Parks. This ongoing battle to control the resident geese population is never ending. This is a problem throughout New York State and we have been in contact with the NYS Department of Health and the NYS Department of Environmental Control. To this date, we have no solution to the problem. Our maintenance staff, throughout the week, spends hours each day shoveling and cleaning the Parks of the goose droppings. Due to staffing constraints, we do not have enough personnel to work weekends to clean up after these birds. Please understand that there will be goose droppings in the Parks, not only on weekdays, but especially on weekends. We ask that you do your part to help us out by **NOT FEEDING THE GEESE.**

ADDITIONAL IMPORTANT PARK AND PAVILION INFORMATION

PAVILION CANCELLATION REQUEST POLICY

- Refund requests received **30 days or more** before a scheduled rental date will be eligible for a full refund to the rental applicant without approval needed by the Village Board.
- Refund requests received **less than 30 days** before a scheduled rental date must be re-rented to another applicant before a refund may be issued.

OPENING THE PAVILION (Red Jacket Only):

Village of Penn Yan staff will open the Pavilion no later than 15 minutes prior to your reserved time. In the rare occurrence that the Pavilion is not open and it is:

- After 11:00am – the lifeguard has a key
- Before 11:00am – call the Police Department at 315-536-4426

CLOSING THE PAVILIONS:

- Clean up of garbage including inside decorations and the surrounding area of the Pavilion
- Make sure lights are turned off and there is no water running
- Put any moved picnic tables back as you found them
- Close both doors and lock the padlocks (Red Jacket Only)
- Close and lock all windows (Red Jacket Only)

ALCOHOL CONSUMPTION:

Alcohol is permitted if you complete the Alcoholic Beverage Permit application form.

- A photocopy of your driver's license will be taken as is required on the application form
- Permit holder will be responsible for making sure that all people consuming alcohol are 21 years of age

GRILLS:

- There are charcoal grills located at various points throughout the Parks.
- You are permitted to bring your own grill as long as it is used outside of the Pavilions.

DECORATIONS:

- Streamers, posters, balloons, signs are all permitted.
- We reserve the right to request removal of any sign for any reason.
- Please clean up ALL decorations before you leave.

BATHROOMS:

- Bathrooms are open to the public from May 1st through October 1st
- Bathrooms may be closed due to service problems – advance notice may not be given.

SWIM AREAS:

Swim areas are open from June 25th through Labor Day.

- Based on staffing and weather, it may be open before and after these dates.
- Hours of operation will vary, however hours will be posted at each Park.
- Please follow all rules and regulations.
- Swim Area Closures:
 - Beaches may be closed due to inclement weather.
 - In the event that adequate lifeguard staff is not available, beaches will be closed without prior notice.
 - The swim area may be closed at any other time due to unforeseen circumstances.
 - Refunds for Pavilion rentals will not be provided due to swim area closures.

GARBAGE:

- All Parks and Pavilions are Carry In/Carry Out – no trash receptacles are on site in any Park.

DOGS, GEESE, and OTHER WILDLIFE:

- All dogs must be on a leash and cannot be in the swim area.
 - Lifeguards have been instructed to not leave their post to rescue any animal.
 - Be respectful and courteous to clean up waste.
- Please **DO NOT FEED** the geese, seagulls, or other wildlife.

VILLAGE OF PENN YAN PARKS
Pavilion Reservation Cancellation Form

Pavilion Cancellation Request Policy:

- Refund requests received **30 days or more** before a scheduled rental date will be eligible for a full refund to the rental applicant without approval needed by the Village Board.
- Refund requests received **less than 30 days** before a scheduled rental date must be re-rented to another applicant before a refund may be issued.

Pavilion Location: _____

Name: _____

Address: _____

Phone: _____

Rental Date: _____

This is to inform the Village Office that I am unable to keep by rental date as listed above. I am aware of the Pavilion Cancellation Request Policy as described above.

Signature **Date**

Office Use Only

Date Cancellation Request Received: _____ In Person _____ By Phone _____

Cancellation Request Received By: _____

Village Board approval needed?: Yes _____ No _____ Date Approval Received: _____