



VILLAGE OF MEDINA

Office of the Village Clerk
119 Park Avenue, Medina, NY 14103

Pavilion Reservation Application - State Street Park

The applicant shall read the information below, complete the application and sign in the place provided, indicating that they have read, understand and accept the provisions of this law.

The Village Clerk shall, upon written application, issue a permit for the reservation of the Medina's pavilion/bandstand at State Street Park, subject to payment of a nonrefundable fee of \$25 per day for Village residents and a nonrefundable fee of \$40 per day for non-Village residents, along with a separate Damage/Cleaning Deposit in the form of cash or check in the amount of \$200.00

A reservation of the Medina's pavilion/bandstand at State Street Park shall include the pavilion and the north section of the park as delineated on 1.) on this application, 2.) a map in the Clerk's Office and, 3.) at the park.

A separate Damage/Cleaning Deposit in the form of cash or check in the amount of \$200.00 is also required at the time the Pavilion is reserved. The Village requires that the Damage/Cleaning Deposit check be from the individual/organization and address listed on the application.

Each individual/organization who rents the facility is responsible for cleaning the Pavilion at the conclusion of their rental. We will retain the entire amount of your Damage/Cleaning Deposit check if any cleaning is required by Village staff after your use of the Pavilion.

Any damage to property or building, above and beyond the Damage/Cleaning Deposit fee, will be billed to the applicant. **If there are no damages or cleaning required, your entire Damage/Cleaning Deposit will be returned within three business days.**

In a case where damage is caused by negligence, the Village reserves the right to refuse future Pavilion reservations to you or your organization.

The pavilion is available from May 1 to October 31 of each year. Hours of rental operation shall coincide with park hours. The pavilions may be reserved beginning each January for the current year only. Persons requesting such a permit must provide current picture ID and must be present at all times during the event.

A Certificate of Insurance is required. The minimum acceptable coverage is 1 million dollars liability and two million dollars general aggregate. The Village of Medina must be named as additional insured.

This permit is required for any outdoor entertainment exhibition, activity, amusement or gathering or assembly of persons within the Village, including various cultural and/or musical events.

Any event, including but not limited to weddings, reunions, musical events, outdoor entertainment exhibition, activity, amusement or gathering or assembly of persons, where alcohol may be consumed is required to have all necessary NYS Liquor Authority permits and/ or the approval of the Village Board of Trustees, on premises in writing.

No money shall exchange hands in the park.

All pets must be leashed and cleaned up after with proper disposal.

There can be no selling of beer or wine at the event without required permits and authorization.

There will be no private party alcohol consumption permitted.

All vendors must be approved and appropriately licensed.

Decorations are limited to what can be clamped or rubber banded to the rafters. Use of nails, tacks, screws or any other items that would result in holes in the pavilion is prohibited.

Permit holders are responsible for reparation of any damages arising from their use of the pavilion Portable grills, smokers, fire pits, or like apparatus are not allowed on the pavilion floor.

In the event that any pavilion is reserved after summer programming has concluded and rest rooms are closed, persons reserving the pavilion may obtain a rest room key for a deposit of \$10 payable to the Village Clerk, which shall be refunded upon return of the key.

Permit may be subject to revocation for violation of any applicable laws.

An offense against the provisions of this article shall constitute a violation under the Penal Law and shall be punishable by a fine of not more than \$250 or by imprisonment for not more than 15 days, or both.



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Application

This application must be completed and submitted to the Village Clerk no less than 15 days prior to the event. The application will be approved based on the date of application, receipt of the fee and compliance.

Applicant name (If organization, name of organization and authorized applicant)

Applicant address

Phone

Email

Contact Person

Phone

Email

Date of Event _____

Description of Event:

Arrival Time: _____ Departure Time: _____

Number of persons expected to attend event: _____

Will alcohol be consumed at this event? _____
(Requires review and approval of Village Board)

If yes, please attach copy of NYS Liquor Authority permit.
Status of SLA application: _____
(If SLA permit required, application will only be approved upon granting of SLA permit)

Please attach Certificate of Insurance. Application will only be approved upon proof of insurance.

I have read, understand and accept the provisions of this law as stated above and have completed this application truthfully.

Applicant signature Date: ____/____/____

OFFICE USE ONLY

Application received by: _____ Date: ____/____/____

_____ Application is complete including necessary fees and deposits

_____ **Approved** Date: ____/____/____

_____ Applicant notified Date ____/____/____

_____ Copies forwarded to MPD / DPW

Comments: _____

_____ **Disapproved** Date: ____/____/____

_____ Applicant notified Date ____/____/____

Comments: _____

State Street Park Pavilion Reservation Area

