



**TOWN OF EVANS  
EVANS TOWN PARK PAVILION/SHELTER  
RESERVATION RENTAL FORM**  
8787 Erie Road, Angola, New York 14006  
(716) 549-0970 – Parks Department

**For Office Use Only:**

Pavilion # \_\_\_\_\_  
Shelter(s) # \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Initial \_\_\_\_\_

The Parks Department reserves the Evans Town Park Pavilions and Shelters during the season (May 15 – October 15, 2019). Please read the reservation/rental agreement and guidelines below prior to completing this application form. This form must be completed in full before it can be processed. Incomplete forms will be returned to you for completion.

PLEASE **PRINT** LEGIBLY:

Date Requested: \_\_\_\_\_ Name on Sign: \_\_\_\_\_

Hours Requested: \_\_\_\_\_

Resident or Taxpayer Name (Renter): \_\_\_\_\_

Address: \_\_\_\_\_

**Note:** If you're permanent address is not in the Town of Evans, list property address you own in the Town of Evans:

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I HEREBY ASSUME RESPONSIBILITY FOR THE ABOVE INDIVIDUALS/GROUP ON THE DATE INDICATED ABOVE AND AGREE TO COMPLY WITH THE RULES AND REGULATIONS SET FORTH BY THE PARKS DEPARTMENT AND THE TOWN OF EVANS:

- Parks opens at 8:00am and closes at 10:00 p.m. The park must be vacated by 10:00 p.m., no exceptions.
- Pavilions and/or Shelters must be claimed by 12:00 noon. Failure to do so could result in loss of reservation.
- **ABSOLUTELY NO GLASS CONTAINERS** permitted in any area of the park.
- **ALL Town Residents** must have a current park sticker on their vehicle.
- Non-resident guests will be charged a **\$10.00** per vehicle parking fee. Car pooling is encouraged due to limited parking. Please inform the Parks Department (716) 549-0970 in advance if you anticipate a large number of vehicles for your function.
- **NO DOGS** are permitted in the park.
- **NO GOLF CARTS** are permitted in the park.
- Pavilions and/or Shelters must be cleaned prior to departure. Trash containers are provided; renter must ensure that all garbage is placed in the containers.
- The renter is responsible for the conduct of guests during the rental period. Causing a public nuisance, disruptive behavior and underage alcohol consumption will not be tolerated and may, at the discretion of the Police Department, be grounds for ejection from and future use of the facility.
- The renter assumes liability for any damage done to the pavilion/shelter or park area that you used.
- **ALL Youth Groups/Youth Organizations** must have adult supervision.
- Live entertainment, tents, inflatables, dunk tank, pony rides, etc. must have prior approval of the Parks Department and the renter must provide the Parks Department with a Certificate of Insurance showing the Town listed as "Additional Insured" **NO EXCEPTIONS**. Certificates must be either dropped off, mailed or faxed (716) 549-0456 to the Parks Department no later than one (1) week prior to your reservation date.

**Cancellation Policy:** All cancellations must be made in person or in writing to the Parks Department. If cancellation is received more than fourteen (14) calendar days prior to the reservation date, renter shall be refunded 80% of rental fee. There shall be no refunds of the rental fee if cancellation is received fourteen (14) calendar days or less prior to the reservation date (Please allow 4-6 weeks for processing).

**Please Note:** The Parks Department reserves the right to cancel any agreement if it finds that the signer of the agreement has falsified information, misrepresented a group or has not met the requirements of the agreement.

When you arrive at your pavilion/shelter and have any questions and/or concerns please contact the gate guard on duty at (716) 549-1053.

**A COPY OF THIS AGREEMENT MUST BE AVAILABLE AT THE EVENT FOR PROOF OF RESERVATION.**

I have read the above and understand that any variances from these conditions will be the responsibility of the undersigned.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2020-03-16