



PARK SHELTER RENTAL AGREEMENT

The Town of Oneida park shelter may be rented by a Town resident 21 years of age or older for family, work, club, or non-profit fund-raising events. By signing below, the renter agrees to the following terms:

1. Rental Fee & Deposit

- Rental fee: \$150.00 per day
- Security deposit: \$200.00
- Both the fee and deposit are due before the event.
- The deposit will be refunded after inspection by the Clerk/Treasurer if the shelter, grounds, and parking area are clean, undamaged, and restored to their original condition. If these conditions are not met, the deposit may be partially or fully withheld.

2. Facilities & Equipment

- Two portable restrooms and two fire extinguishers are provided.
- Additional restrooms are the renter's responsibility.
- If a fire extinguisher is discharged, the cost of replacement and cleanup will be deducted from the deposit.

3. Shelter & Seating

- Sixteen picnic tables (seating for approximately 130–160 people) are included in the pavilion.
- Additional open shelter with electrical included with rental located near pavilion.

4. Cooking & Grilling

- Charcoal frills are available; bring and dispose of your own charcoal.
- The shelter includes a wash sink with hot and cold water, stove, refrigerator, and freezer.
- No fire pits permitted. Do not dump grease or cooking water on the lawn or in portable toilets.
- Oven note: set the clock/timer for the oven to operate.

5. Building & Grounds Rules

- Garage side doors may be closed for comfort in cool or inclement weather.
- Access to the Town Hall, Town Garage, and Fire Station is prohibited.
- Do not park in front of Fire Department doors at ANYTIME.
- Garbage cans and bags are provided; all trash must be removed from the pavilion.

6. Park Use

- The playgrounds and picnic area remain open to the public during your event.
 - No pets or fireworks allowed.
 - Baseball diamond, volleyball court, and horseshoe area are available—bring your own equipment.
7. Event Conduct
- Curfew, including cleanup: midnight.
 - Alcohol may be served but may not be sold. The renter is responsible for:
 - Any damages or personal injuries related to alcohol consumption.
 - Ensuring no one under the legal drinking age consumes alcohol.
 - If using outdoor outlets, switch on breakers 14 & 16.
 - If using outdoor water, turn on valve located near the sink.
8. Insurance & Security
- A Certificate of Insurance is required for company, club, organization, or group functions.
 - Security, if desired or required, is the renter's responsibility.
9. End-of-Event Checklist
- Remove all tape from tables and pavilion surfaces.
 - Turn off the outside water valve (above the sink on the north wall).
 - If exterior outlets or lights used, switch off breakers 14 & 16.
 - If exterior water is used, shut off valve, located above the sink.
 - Remove all garbage and take with you.
 - Close all pavilion garage doors.
 - Lock the service door.
 - Place the Pavilion Key by placing it in the drop box located at the Town Hall, to the right of the main doors.
10. Clerk will contact you following your event regarding your security deposit.

I have read and understand the Park Shelter Rental Agreement and accept all responsibilities described above.

RENTER NAME	
PHONE	
EMAIL	
ADDRESS	

RENTAL DATE: _____

For Office Use:

Date reserved with clerk _____
 Date received Security Deposit \$200 (cash/check) _____
 Date received Rental Fee \$150 (cash/check) _____
 Date Security Deposit (returned/denied) _____