

**TOWN OF ONEIDA
PARK SHELTER RENTAL AGREEMENT**

1. The town shelter can be rented by any Town Resident 21 years of age or older for family, work, club or nonprofit fund-raising function.
2. Rental for the park shelter will be \$100.00 per day with \$150.00 deposit. Payment shall be made of the rent and deposit prior to the function. The deposit is refunded pending the cleanliness of the facility, grounds and parking area; the facility has not been damaged, all equipment returned and the facility returned to its original layout/conditions at the end of the day of your rental with approved inspection by Clerk/Treasurer. Deposits **will not** be returned if conditions are not met, facility/area is not properly cleaned and/or damage has been done. This will be assessed against the person signing the agreement.
3. Two portable restrooms will be provided. If additional portable restrooms are needed, this will be at your own expense and you will have to make the arrangements. Two fire extinguishers are also provided, if they need to be used, the below renter will be charged to replace one or both from their deposit. You are also responsible for cleaning up the dry chemical from the extinguishers.
4. Sixteen picnic tables are included with the rental of the shelter. The shelter will seat approximately 130 to 160 people. All tape is to be removed from tables, including underneath. Otherwise, you will get called back to remove or will not receive your full deposit.
5. Doors are provided on the shelter for your convenience and comfort in cool or inclement weather.
6. Grills are available in the picnic area. In the shelter there is a stove, refrigerator and freezer. No fire pits permitted, no dumping of meat grease or cooking water on lawn or in portable toilets.
7. Access to the Town, Hall, Town Garage and Fire Station is prohibited. **No parking in front of Fire Department doors at ANY time.**
8. If security is needed for your function, it will be at your own expense and you will have to make the arrangements.
9. Garbage cans and trash bags are provided. **REMOVE ALL GARBAGE AND TAKE WITH YOU** at the end of your function.
10. There may be Town Residents in the park the day of your event since the picnic area, playgrounds are open to the public. No Pets are allowed. No fireworks are allowed in park.
11. The baseball diamond/volleyball court go with the pavilion rent, so you can politely ask the people to leave so you can use the field/court if someone is using it. You must provide your own balls and horse shoes.
12. The CURFEW for all functions is midnight. That includes the clean-up of pavilion and park.
13. There is **NO SALE OF ALCOHOLIC BEVERAGE** at the park shelter. The person renting the building shall be responsible for any damages of personal injuries as a result of the dispensing of malt or alcoholic beverages on the premises during the function. The person renting the building shall be responsible to ensure that no persons under the legal drinking age obtain malt beverage or alcoholic beverages.
14. A Certificate of Insurance is required for Company, Club, Organizations or Group Functions.
15. **END OF EVENT: TURN MAIN WATER VALVE OFF!! (Located behind the door of kitchen and large picnic table room)**

I have read and understand the Park Shelter Rental Agreement and assume all responsibilities thereunder.

Dated this _____ day of _____, 20____.

RENTER NAME: _____ **PHONE NUMBER:** _____

ADDRESS: _____

TYPE OF EVENT: _____

RENTAL DATE OF PARK SHELTER: _____

NOTE: Turn on Breakers 14 & 16 for outside outlets if needed for a band, DJ or other. Switch inside shelter will turn on three outside lights for evening functions. Also, if you are using the oven, the clock or timer must be set in order for oven to work.