

Village of Brewster Wells Park Facility Guide



Reservations and Information

Village Office 50 Main street

Village of Brewster, NY, 10509

845-279-3760

Facility Use Guide

Permits are required for group and family functions or parties. The Village of Brewster will issue approvals for rentals of Wells Park. The Parks Commissioner and/or Village of Brewster Board of Trustees will make final approvals on all rentals once the application process has been completed.

RENTAL AVAILABILITY

1. The Pavilion, all fields, the stage area and tiered seating area in Wells parks will be available for rental from May 25th, weather and field conditions permitting, through 2nd weekend in October.

OTHER REQUIREMENTS

1. Groups of 300 persons or larger will require portable toilets to be brought in at renter's expense and staged with the cooperation and ultimately at the direction of the Village of Brewster representatives.
2. Groups of 100-299 persons will require a \$100.00 cleaning fee in addition to other rental fees and deposits.
3. The parking lot will hold 75 vehicles if carefully laid out. Beyond 75 vehicles the renter will need to make arrangements for overflow parking.
4. If the renter would like to have Village of Brewster Police presence at their event, the rates for vehicles and officers can be found in our Fee Schedule which can be found on our website www.brewstervillage-ny.gov.

PERMIT PROCESS

Applications must be received, complete with all required paperwork, forms and fees, 10 business days prior to requested use date. Applications received with less than 10 business days may not be approved.

Applications will be reviewed along with certifications of insurance by the Village Clerk's office.

Final approval, once all paperwork has been checked and approved, will come from the Parks commissioner or the Village Clerk's office.

INSURANCE REQUIREMENTS

REQUIRED INSURANCE INCLUDES GENERAL LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000.00 PER OCCURRENCE. Please note that the amount of insurance coverage required may vary depending upon the type of event. Insurance coverage must be in the amount required by the Village.

The certificates should list "the Village of Brewster as certificate holder and additional insured along with its Board officers, employees and/or Volunteers as an additional insured on a primary noncontributory basis and waiver of subrogation applies."

Village of Brewster Wells Parks
Single Use Facility Rental Agreement

Date: _____

Person/Organization Name: _____

Non-Profit: Yes ___ No ___

Group Leader/Contact: _____

Mailing Address: _____

Phone #: _____ E Mail: _____

Date of use _____ time area is to be used: _____ to _____ (Include set up and break down time) _____ #of hours requested

Facility Requested:

Wells Park:

___ Pavilion ___ Stage ___ Stage/Exercise ___ Tiered Area (movie or exercise)

___ 1/2 field ___ full field ___ Tennis courts ___ Tennis courts (other) use.

Estimated Number of persons in attendance: ___ Adults ___ Children = Total: ___

___ # Cars expected.

Is event open to public? _____

Will there be a charge for admission/donation/contribution solicited? _____

If so, for what purpose will the proceeds be used? _____

Is material or equipment required from the municipality? Yes _____ No _____

If needed, state what types and for what purpose? _____

A COPY OF YOUR CERTIFICATE OF INSURANCE MUST BE SUBMITTED TO THE VILLAGE CLERK ALONG WITH THIS COMPLETED FORM ALONG WITH REFUNDABLE DEPOSIT AND PAYMENT. YOU WILL RECEIVE AN ACKNOWLEDGEMENT OF YOUR REQUEST.

OFFICE USE ONLY

APPLICATION COMPLETE: ___ FEE PAID: ___ DEPOSIT: ___ INSURANCE: ___

HOLD HARMLESS AGREEMENT: ___ No scheduling conflict exists ___ Initial ___

REQUEST APPROVED: ___ DENIED: ___

Director of Recreation and Parks: _____ Date: _____

Wells Park

Multiple Use Facility Rental Agreement

Date: _____

Name of Organization

Contact Person

Type of class

License Number

Instructor

Address

Instructor Home Phone

Cell Phone

Email

Start Time

Dates of use

#of hours per use

Total Dates Requested

Facility Requested:

Wells Park:

____Pavilion ____Stage ____Stage/Exercise ____Tiered Area Movie or Exercise

____½ Field ____Full field ____Tennis Court____Tennis courts (other)

____Farmers Market

A COPY OF YOUR CERTIFICATE OF INSURANCE MUST BE SUBMITTED TO THE VILLAGE CLERK ALONG WITH THIS COMPLETED FORM ALONG WITH REFUNDABLE DEPOSIT AND PAYMENT. YOU WILL RECEIVE AN ACKNOWLEDGEMENT OF YOUR REQUEST.

OFFICE USE ONLY

APPLICATION COMPLETE: _____ FEE PAID: _____ DEPOSIT: _____ INSURANCE: _____

HOLD HARMLESS AGREEMENT: _____ ROSTER SUBMITTED: _____

REQUEST APPROVED: _____ DENIED: _____ No scheduling conflict exists _____ Initial _____

Director of Recreation and Parks: _____ Date: _____

FACILITY RENTAL FEES

	Rental Length	Discount Fee	Normal Fee	Additional hours
Wells Park				
Pavilion	4 hours	N/A	\$140	\$35
Tiered Movie area	1 hour	\$30	\$35	\$30/35
Stage/Concert use	4 hours	N/A	\$124	\$31
Stage /Exercise class	1 Hour	\$ 30	\$ 35	\$30/35
½ Field	4 hours	\$120	\$124	\$31
Full Field	4 Hours	\$140	\$140	\$35
Single Event Vendor permits		N/A	\$35	N/A
Park, full day rental (10am to Dusk)		N/A	\$1500	N/A
Farmers Market				
Refundable Deposit				
Pavilion		\$100		
Field Rental Single Use		\$45		
Field Rental Multiple dates		\$100		
Stage/Tiered area Multiple Dates		\$ 45		
Concert stage field use		\$200		
Full day rental		\$500		
_____ Portable Toilets Required				
_____ Cleaning Fee Required		\$100		
_____ Overflow Parking Required				
_____ Police Presence Requested		\$_____		
Total Due Village of Brewster for this event/rental _____				
Total Due renter if Park is undamaged (return of deposit) _____				

To qualify for the Discount Fee: Booking of multiple dates

WELLS PARK RULES

1. ALTHOUGH YOUR GROUP HAS BEEN GRANTED THE PRIVILEGE OF USING THE PARK, WE WOULD LIKE YOU TO KEEP IN MIND THAT OTHER RESIDENTS WILL ALSO BE USING PARK FACILITIES. A SPIRIT OF MUTUAL COOPERATION BY ALL PARK PARTICIPANTS WOULD BE APPRECIATED.
2. PARK CLOSURES DUSK TO 10 A.M.
3. NO GLASS CONTAINERS ALLOWED IN PARK.
4. PARK PROPERTIES ARE TO BE RESPECTED AND TREATED WITH CONSIDERATION. THEY ARE NOT TO BE ABUSED OR MISUSED.
5. THE PARK SHOULD BE KEPT CLEAN OF GARBAGE AND DEBRIS. REFUSE SHOULD BE PUT INTO PROPER CONTAINERS AND AREAS SHOULD BE LEFT AS THEY WERE FOUND.
6. PICNICKING IN DESIGNATED AREA ONLY.
7. A COPY OF THIS PERMIT WILL BE ISSUED TO YOU. IT SHOULD BE AVAILABLE FOR
8. INSPECTION ON THE DAY OF YOUR ACTIVITY.
9. ONLY LICENSED VEHICLES WILL BE PERMITTED IN THE PARK. THESE SHOULD BE OPERATED ONLY ON DESIGNATED ROADWAYS AND PARK ONLY IN DESIGNATED PARKING AREAS. PLEASE KEEP OFF THE GRASS.
10. THE VILLAGE OF BREWSTER IS NOT RESPONSIBLE FOR ACCIDENT, INJURY OR LOSS OF PROPERTY.
11. PATRONS ARE REQUIRED TO CONFORM TO THE RULES AS STATED BY THE VILLAGE EMPLOYEES ON DUTY. EMPLOYEES ARE UNDER THE DIRECTION OF THE VILLAGE OF BREWSTER AND ARE FOLLOWING INSTRUCTIONS.
12. DOGS AND OTHER PETS ARE PROHIBITED FROM THE PARK DUE TO HEALTH, SAFETY AND OTHER REASONS, WITH THE EXCEPTION OF SERVICE ANIMALS.
13. THE USE OF ALL ENGINE POWERED DEVICES SUCH AS, BUT NOT LIMITED TO, MINI-BIKES, GO-CARTS, MODEL AIRPLANES, RADIO-CONTROLLED AIRCRAFT, DRONES OR OTHER FLYING MACHINES ARE PROHIBITED FROM USE IN VILLAGE PARKS. THIS DOES NOT APPLY TO LICENSED VEHICLES USED IN THE NORMAL FLOW OF TRAFFIC ON PRESCRIBED ROADWAYS OR PARKING AREAS.
14. LOUD MUSIC, LOUD NOISES, BOISTEROUS CONDUCT; HORSEPLAY OR ANY OTHER CONDUCT THAT WILL INTERFERE WITH THE ENJOYMENT OF THE PARK BY OTHERS WILL NOT BE ALLOWED. NO LOUD AMPLIFIED MUSIC FOR ENTERTAINMENT OR ANY OTHER PURPOSES ARE PERMITTED UNLESS SPECIFICALLY AUTHORIZED BY THE VILLAGE OF BREWSTER BOARD OF TRUSTEES.
15. ALCOHOLIC BEVERAGES OF ANY KIND ARE STRICTLY PROHIBITED, UNLESS SPECIFICALLY AUTHORIZED BY THE BOARD OF TRUSTEES FOR A PARTICULAR EVENT.
16. PRIVATE VENDORS ARE PROHIBITED FROM SELLING ANY GOODS UNLESS A PERMIT IS GRANTED BY THE VILLAGE OF BREWSTER.
17. GRILLING IS ALLOWED ONLY IN PARK PROVIDED GRILLS. NO OPEN FLAMES AT ANY TIME.
18. NO PORTABLE GRILLS OR OPEN FIRES ALLOWED IN THE PARK OR PARKING AREAS
19. NO SMOKING OR USE OF ELECTRONIC CIGARETTES (VAPING).
20. ALL PARTICIPANTS MUST SIGN THE COVID-19 WAIVER TO ATTEND THE EVENT (SEE LAST PAGE).

Participant's Name: _____

Parent's/Guardian's Name: _____

COVID-19 is an extremely contagious virus and is believed to spread easily from person-to-person contact. As a result, federal, state and local governments and federal and state health agencies recommend social distancing, using handwashing/hand sanitizer and face coverings and have, in many locations, prohibited the congregation of large groups of people.

The Village of Brewster has created new protocols and put in place preventative measures to reduce the spread of COVID-19; however, the Village of Brewster cannot guarantee that anyone working for, or attending, the programs located on Village of Brewster property, including Wells Park, will not become infected with COVID-19.

The Village of Brewster, as well as its staff, will undertake every possible effort to keep our facility clean and disinfected, as well as mandate social distancing at all possible times as well as encouraging face coverings. However, as with any public facility, we cannot guarantee that you will be 100% safe from airborne illnesses such as COVID-19, the flu, or other illnesses.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk of exposure that my children and I may be exposed to, in relation to participating in programs held on Village of Brewster property, whether hosted by the Village of Brewster, or whether a private event held on Village of Brewster property, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Village of Brewster employees, volunteers, program participants and their families. I also acknowledge and understand that in all private events held on Village of Brewster property, that it is the sole responsibility of the entity renting the facility and hosting the private event to provide all safeguards, including disinfecting the facility and implementing protocols in accordance with New York State and Department of Health protocols, in order to protect the participants from COVID-19 exposure.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or my children related to participation of programming on Village of Brewster property including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense of any kind, that I or my children may experience in relation to programming located on Village of Brewster property. I hereby release, covenant not to sue, discharge, and hold harmless the Village of Brewster, its officers, employees, agents, and representatives, of and from the claims, including all liabilities, claims actions, damages, costs or expense of any kind rising out or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the Village of Brewster, its officers, employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after participation in any program or event held on Village of Brewster property.

Signature: _____

Date: _____

ORGANIZATION LEADER SIGNATURE _____ DATE: _____