



TOWN OF ITHACA
PUBLIC WORKS DEPARTMENT
114 SEVEN MILE DRIVE, ITHACA, N.Y. 14850
publicworks@townithacany.gov

PHONE (607) 273-1656

Roads, Parks, Trails, Engineering, Sewer, and Water

FAX (607) 272-6076

PARK/TRAIL PERMIT APPLICATION

Organization: _____
Contact Person: _____
Mailing Address: _____
Phone Number(s) & email: _____
Date & Time of Event: _____
User Group Size: _____
Name/Location of Site: _____
Purpose of Use: _____
Use of Valentino Field: _____

*Valentino field may previously be reserved by Cal Ripken Little League at the same time as your event. If you request to use Valentino field and a league game is scheduled, the game will be cancelled and rescheduled for a later date. If no game or practice is scheduled, it is free for you to enjoy. At time of booking, Town of Ithaca staff can notify you of the game schedule.

- 1. **Fees:**

<i>5-49 Persons</i>	<i>\$25.00</i>
<i>50-100 Persons</i>	<i>\$50.00</i>
<i>101 + Persons</i>	<i>\$100.00</i>

- 2. **Security Deposit:** *Any Size Group* *\$100.00*

The security deposit(s) shall be returned to the group after the event provided there has been no damage to, or littering of, any of the facilities utilized by the group.

An additional **Comfort Station Key Deposit of \$100.00 is required for the optional use** of Tutelo Park Comfort Station, regardless of the size of the group. Groups over 100 persons must contact the Public Works Department.

- 3. **Insurance:**
 - (a) Groups 25 to 100 persons: Special event coverage must be obtained with the Town named as additional insured.
 - (b) Groups over 100 persons: Special event coverage must be obtained with \$1,000,000 liability coverage with the Town named as additional insured.

- 4. **Other Information:**
 - (a) If an event is scheduled for more than two hours and toilet facilities are not readily available, the permit applicant shall furnish, at their own cost and expense, portable toilet facilities or use of the Comfort Station sufficient for the size of the user group.

- (b) A refund of the permit fee will be issued only if written notice of cancellation is received 48 hours prior to the event. Refunds will take 30 to 60 days.
- (c) **Parking on grass is prohibited.**
- (d) When holding an event at Tutelo Park pavilion, handicapped and elderly guests as well as any necessary deliveries may be at the pavilion. **All vehicles must stay on paved areas.**
- (e) To enhance and promote the safety and enjoyment of each individual in the use of Town of Ithaca Parks or Trails and to ensure each individual equal opportunity in the use of these facilities, rules and regulations of Local Law No. 1/1982, Local Law No. 8/1985, and Local Law No. 4/2002 were established to govern the conduct of the public with respect thereto. Refer to those Local Laws for all the rules and regulations of park uses and fees available at www.town.ithaca.ny.us.

By signing below, you agree to abide by all the rules and regulations presented to you for Town of Ithaca Park or Trail uses. You further agree to pay for all damages to any area being used which may be caused by your organization's use. It is also understood that the Town of Ithaca has the right to revoke the permit at its discretion, and any refunds issued will take 30 to 60 days after cancellation date. You also agree not to hold the Town of Ithaca responsible for any and all accidents, injuries, damages, and monetary losses from your organization's event. There is a \$25 NSF fee for returned check(s).

Print Name: _____ **Title:** _____

Signature: _____ **Date:** _____

All Permit Application Fees Must Accompany Application