

TOWN of CHESTER PARKS and RECREATION  
1786 Kings Highway  
Chester, NY 10918  
(845) 469-7000 ext. 8

To: Permit Applicant  
Re: Usage Permit and Fee Schedule

Dear Applicant:

Enclosed is the application you requested, as well as the Fee Schedule for use of the Town of Chester Facilities.

Please complete and sign both the Permit Application and the Agreement Contract. In addition to the usage fee, a refundable deposit of \$100.00 is required to ensure the parks will be kept in suitable order. The deposit will be returned as long as the area is clean and there is no damage. The fee and the deposit must be in the form of two separate checks or money orders.

If the date you requested is available, we will process the application and mail a copy of both documents back to you. If the date is not available, we will contact you to determine if an alternative date can be arranged.

Thank you for your interest in The Town of Chester Park Facilities. We hope you enjoy using our facilities.

Sincerely,

Parks and Recreation

Town of Chester Parks & Recreation  
1786 Kings Highway  
Chester NY 10918  
845-469-7000 ext. 8  
[www.chester-ny.gov](http://www.chester-ny.gov)

PERMIT FOR USE OF THE PARKS:  
PAVILION, FIELDS AND/OR CONCESSION

Name of Group/Individual: \_\_\_\_\_

Date(s) & Time(s): \_\_\_\_\_

Activity: \_\_\_\_\_

Number of participants: \_\_\_\_\_

It is understood that the person signing this permit agrees to be personally responsible for the area used. Please see the attached rules regarding the use of the facility you are requesting.

Applied for by: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Area Requested (circle all that apply):

**Commons:** Pavilion Field - (1) (2)

**Community Park:** Field - (1) (2)  
Tennis Courts - (1) (2) (3) (4)

**Pulvirent:** Field

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Please send completed application, along with applicable deposit made payable to Town of Chester. If usage fees are required, a separate check needs to be submitted accordingly. Permits will not be granted if deposits/fees are not included. Please include a copy of the field usage schedule and proof of insurance, if applicable. Please call the office for more information.

For Office use only		
Approved by: _____	Signature: _____	
Date Deposit Rcvd: _____	Check number: _____	Deposit returned: _____
Date Usage Fee Rcvd: _____	Check number: _____	
Keys requested: _____	Keys returned: _____	Insurance submitted: _____

TOWN OF CHESTER  
PARKS AND RECREATION

FACILITIES USE AGREEMENT

By signing this document, I am agreeing to follow the rules and regulations of the Town of Chester regarding their parks.

- All pavilion use requires a town issued permit.
- All pavilion requests must be made three weeks prior to event.
- Obey the times on your permit. If you need to change the time of your event after your application has been processed, please call the office and we will do our best to accommodate you.
- Please leave the area you are using clean. Do not leave overflowing garbage - please remove the full bag and place it in the closest dumpster. In the event that the area you are using is not clean after your event, Town of Chester will retain your \$100.00 deposit to help cover associated costs.
- Make sure the restrooms are left in the manner you found them. Town of Chester is responsible for providing supplies and cleaning.
- If, for any reason your group will not be using the park on the day of your permit, please call the Parks and Recreation Department at 469-7000 ext. 8 to cancel your date. If you want to reschedule the event, we will do our best to accommodate the changes.
- Any dogs at the park must be leashed. Due to past problems, this is a must.
- By town ordinance, no alcohol is allowed in the park.
- No glass bottles.
- Please do not staple tablecloths to the picnic tables.
- All barbequing and cooking is restricted to pavilion grills and concession stand facility.
- Provide the town with a Certificate of Insurance.

We appreciate your help in keeping our park clean, safe, and enjoyable for everyone.

\_\_\_\_\_  
Permit Applicant      Date

\_\_\_\_\_  
Parks and Recreation      Date

TOWN of CHESTER PARKS and RECREATION  
1786 Kings Highway  
Chester, NY 10918  
(845) 469-7000 ext. 8

Name of Organization/Individual: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Activity Date and Time: \_\_\_\_\_

Facility: \_\_\_\_\_

**INDEMNIFICATION AGREEMENT:**

\_\_\_\_\_ agrees to defend, indemnify and hold harmless the Town of Chester from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from the Town of Chester by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the use and performance of this contract/facility, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of \_\_\_\_\_, or third parties, or by the agents, servants, employees or factors of any of them.

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

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*\*(Please provide appropriate insurance as indicated below)*

**\*INDIVIDUAL USERS:**

Residents and Non-Residents are required to provide a Certificate of Liability Insurance to the Town of Chester. There are no exceptions.

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

**\*ORGANIZATIONS:**

**CERTIFICATE OF INSURANCE REQUIREMENTS**

The borrower/renter at the borrower's/renters sole expense shall procure and maintain bodily injury, including death and property damage insurance with a combined limit of at least one million and no/100 dollars (\$1,000,000). The insurance shall be with an "A" best-rated company licensed to do business in this state. Such insurance shall insure, on an occurrence basis against all liability of the renter, its employees and agents arising out of or in connection with operations of the renter. The Town of Chester and its elected officials, officers, board members, agents and employees shall be named as an additional insured on the renter's policy. The renter shall provide to the Town of Chester a certificate of insurance evidencing the coverage required by this paragraph on or before the commencement date of the contract.

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

# Park Fee Schedule

	Commons Pavillion	Commons Fields	Commons Concession Stand	Carpenter Fields	Carpenter Concession Stand	Carpenter Tennis Courts
Resident	\$50	\$50	N/A	\$50	N/A	N/A
Non - Resident	\$100 (\$50 per 25 after 25)	\$100	N/A	\$100	N/A	N/A
Chester - Commercial	1-49 (\$150) 50-99 (\$250) 100-249 (\$400) 250-500 (\$750)	\$100	Inquire	\$100	Inquire	N/A
Non Chester - Commercial	1-49 (\$200) 50-99 (\$350) 100-249 (\$400) 250-500 (\$750)	\$100	Inquire	\$200	Inquire	N/A
Weekly Camps	\$10 per enrolled child or \$500			\$10 per enrolled child or \$500		\$500
Seasonal Leagues	N/A	\$200 per month		\$200 per month		N/A
Local Civic Org	\$25	\$25	N/A	\$25	N/A	\$25