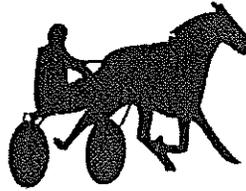


**CHESTER
PARKS &
RECREATION**



1786 Kings Highway
Chester NY 10918
Phone: 845-469-7000 extension 8
Fax: 845-469-9242
www.thetownofchester.org

Re: Usage Permit

Dear Applicant;

Enclosed is the application you requested for the use of the Town of Chester Facilities.

Please complete the permit and sign along with the Park Use Agreement. A refundable deposit of \$100.00 is required to ensure the parks will be kept clean. The deposit will be returned once maintenance completes their checklist.

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 alternate date can be arranged.

If you are an individual user and Chester resident or a Chester non-profit organization, there is no usage fee for use of the Pavilion at this time. However, there are fees for fields and concession stand use so you will need to contact the office for more information.

Thank you for your interest in The Town of Chester Park Facilities. We welcome your feedback on your experience. A customer survey is available on the town's website under Recreation.

Chester Parks & Recreation Department

Town of Chester Parks & Recreation
1786 Kings Highway
Chester Ny 10918
845-469-7000 extension 8
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PERMIT FOR USE OF THE PARKS: PAVILION, FIELDS AND/OR CONCESSION

Name or Group: _____

Activity: _____

Date(s) & Time(s) _____

It is agreed 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 Commons Fields 1 2 Commons Concession

Community Park: Carpenter Fields 1 2 Community Park Concession

Tennis Courts Batting Cages
Cts 1 2 3 4

Pulvirent Field

Number of participants _____

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: _____

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PARK USE AGREEMENT **CHESTER COMMONS PARK & PAVILION**

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

- 1) All pavilion use requires a town issued permit.
- 2) All pavilion requests must be made three weeks prior to event.
- 3) Need to obey the times on the 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.
- 4) Please leave the area you are using clean. Do not leave overflowing garbage; place full bag 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 the associated costs.
- 5) Make sure the restrooms are left in the manner you found them. Town of Chester is responsible for providing supplies and cleaning.
- 6) If, for any reason your group will not be using the park the day of your permit, please call the Parks & Recreation Department to cancel your date. If you want to reschedule the event, we will do our best to accommodate you.
- 7) Any dogs at the park must be leashed.
- 8) By town ordinance, no alcohol is allowed in the park.
- 9) No glass bottles.
- 10) Please do not staple tablecloths to the picnic tables.
- 11) All barbequing and cooking is restricted to pavilion grills and concession stand facility.

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

Permit Applicant

Date

Parks and Recreation

Date