



TOWN OF ITHACA
114 Seven Mile Dr., Ithaca NY 14850
publicworks@town.ithaca.ny.us

PHONE (607) 273-1656

FAX (607) 272-6076

PARK/TRAIL PERMIT APPLICATION

Park or Trail Requested _____

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone Number(S): _____

Date & Time of Event: _____

User Group Size: _____

Type of Event: _____

Use of Tent Anticipated? _____ **Use of Amplified Sound Anticipated?** _____

1. <u>Fees:</u>	5-49 Persons	\$25.00
	50-100 Persons	\$50.00
	101 + Persons	\$100.00

(a) A refund of the permit fee will be issued only if written notice of cancellation is received 48 hours prior to the event. Refunds can take 4-6 weeks.

**2. Park/Trail Use Security Deposit: \$100.00
Comfort Station Use - Tutelo Park (optional, see 4.4): \$100/key**

Security deposit(s) shall be returned after an inspection of the park or trail has been conducted and no damage found. Refunds can take 4-6 weeks.

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:

1. Town parks and trails are open at dawn and close one-half hour after sunset.

2. Pets are allowed, but must be leashed or caged. Owners are responsible for the clean-up of any pet waste.

3. **TENTS:** By New York State Law, tents larger than 200 square feet (10'x20') and canopies larger than 400 square feet (20'x20') require a permit from the Building Department. Tents of a size requiring a permit are allowed only at Tutelo Park and Eastern Heights Park.

4. In the case of events of more than two hours duration, where toilet facilities are not already available (or opted against at Tutelo Park), the permit applicant shall furnish at their own expense portable toilet facilities sufficient for the size of the user group.
5. Parking on the grass is prohibited.
6. Grills will be cleaned by the Public Works Department.
7. The Town of Ithaca has the right to impose any conditions upon the use of the park or trail it deems necessary.
8. The Town of Ithaca has the right to revoke this permit at its discretion.

By signing below, you agree to abide by all the rules and regulations presented to you in this application as well as those in the Town of Ithaca Code, Chapter 200 Parks and Recreation Areas.

You further agree to pay for all damages to any area being used which may be caused by your organization's use.

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.

Print Name: _____ **Title:** _____

Signature: _____ **Date:** _____

All Fees Must Accompany Application

Office Use Only

Received By: _____ Date: _____

Approved: _____ **Denied:** _____ **Reason For Denial:** _____

Number of Comfort Station Keys Requested: _____ ID# of Keys _____

Security Deposit _____ + Key Deposit _____ + Fee _____

Total Received _____ Cash or Check #: _____

PWD Inspection of Comfort Station Conditions after use _____

PWD Inspection of Park Conditions after use _____

Comments:

Comfort Station Key Returned to PWD: _____

Date of Voucher for Refund of Security Deposit(s): _____

SUPPLEMENT TO PARK/TRAIL PERMIT APPLICATION (to be given to applicant)

1. Additional information when holding an event at Tutelo Park:

Handicapped and elderly guests as well as any necessary deliveries may be dropped off at the pavilion. All vehicles must stay on paved areas and be parked in the parking lot after discharging guests or supplies. The gate shall be locked after all drop-offs/pickups at/from the pavilion.

- a. Any trash generated shall be placed in the trash bin near the trailhead in order to prevent animals from tearing bags apart.
- b. Both male and female comfort station doors shall be locked at the end of the event and lights shall be turned off. **Please notify Public Works if there are any issues at (607) 273-1656**, such as automatic flushers not turning on or off, lights not working, etc.
- c. Renters shall make arrangements to **obtain and return** the comfort station key from the Public Works Department, if applicable.
- d. Field games should only be played in areas designated for that activity.