

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. All fields, the stage area and tiered seating area in Wells parks will be available for rental from May 15th, weather and field conditions permitting, through October 31.
2. The Pavilion located at Wells Park is available for rental May 15th through October 31.

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 OCCURANCE. 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."

WAIVER OF FEES

A person or group may request that the rental fees be waived by the Village Board. A letter requesting the waiver of the fees, and the basis for such waiver, must be submitted to the Village Board **two months prior** to the requested rental date. **Fees will not be waived without prior approval from the Village Board.**

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	\$20	\$25	\$20/25
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	\$1,500	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

To qualify for the Discount Fee: Booking of multiple dates

HOLD HARMLESS AGREEMENT:

THE UNDERSIGNED has read the rules/and regulations of The Village of Brewster pertaining to the use of Wells Park Facilities, and agrees to abide by them. The undersigned further assumes all risks incident to its operation on said grounds and facilities and agrees not to sue the Village of Brewster for any injury to person or property occurring during the use of the lands and premises of Wells Park. The undersigned further agrees to indemnify the Village of Brewster and save it harmless from any and all claim or claims brought against it by or on behalf of any person, firm or corporation based upon any act or omission or any alleged negligence of the undersigned. This Agreement is made in consideration of the issuance of a permit to the undersigned permitting its requested operations by the undersigned on lands and premises of Wells Park, subject to all rules and regulations

The applicant understands that the Village of Brewster assumes no responsibility for injury or damage to persons or property related to any activities to be conducted at Wells Park. The applicant is aware that the Village of Brewster insurance does not apply to groups and their members using recreational facilities, as evidenced by the signature that appears on the attached application for the use of the Wells Park Facilities pertaining thereto.

At the conclusion of each activity for which permission to use park and recreational facilities has been granted to this applicant, it shall notify the Village of Brewster, in writing, of any repairs to any facilities that are required.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ (Month) _____, 20____ (Year) _____ (Day)

(Legal Signature)

(Printed Name)

Phone: _____

State of New York)
County of _____)
Notary Public)

On this, the _____ day of _____, 20____, before me a notary public, personally appeared _____ known to me (or satisfactorily proven) to be the person whose name is subscribed to within this instrument, and acknowledged that (s)he executed the same for the purposes therein contained. In witness hereof, I hereunto set my hand.

Notary Public

Commission expires _____

ANY GROUP WHOSE MEMBERS FAIL TO FOLLOW THE RULES AND REGULATIONS SET FORTH IN THE FACILITIES USE PACKET MAY HAVE ITS PRIVILEGE OF USING THE PARK AND ITS GROUNDS REVOKED AT ANY TIME THROUGH WRITTEN NOTICE BY THE RECREATION DIRECTOR. REINSTATEMENT OF THIS PRIVILEGE SHALL REQUIRE RE-APPLICATION AND RE-APPROVAL BY THE RECREATION DIRECTOR. MY SIGNATURE ABOVE ACKNOWLEDGES I HAVE RECEIVED AND REVIEWED THE FACILITIES USE PACKET. PLEASE ATTACH A COPY OF YOUR CERTIFICATE OF INSURANCE

VILLAGE OF BREWSTER

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 CLOSES 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 INSPECTION ON THE DAY OF YOUR ACTIVITY.
8. 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.
9. THE VILLAGE OF BREWSTER IS NOT RESPONSIBLE FOR ACCIDENT, INJURY OR LOSS OF PROPERTY.
10. 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.
11. DOGS AND OTHER PETS ARE PROHIBITED FROM THE PARK DUE TO HEALTH, SAFETY AND OTHER REASONS, WITH THE EXCEPTION OF SERVICE ANIMALS.
12. THE USE OF ALL ENGINE POWERED DEVICES SUCH AS, BUT NO 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.
13. 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.
14. ALCOHOLIC BEVERAGES OF ANY KIND ARE STRICTLY PROHIBITED, UNLESS SPECIFICALLY AUTHORIZED BY THE BOARD OF TRUSTEES FOR A PARTICULAR EVENT.
15. PRIVATE VENDORS ARE PROHIBITED FROM SELLING ANY GOODS UNLESS A PERMIT IS GRANTED BY THE VILLAGE OF BREWSTER.
16. GRILLING IS ALLOWED ONLY IN PARK PROVIDED GRILLS. NO OPEN FLAMES AT ANY TIME.
17. NO PORTABLE GRILLS OR OPEN FIRES ALLOWED IN THE PARK OR PARKING AREAS
18. NO SMOKING OR USE OF ELECTRONIC CIGARETTES (VAPING).