

Village of Liverpool Pavilion Policy

In addition to the attached §272 of the Code of the Village of Liverpool entitled "Parks" refer to the following in regard to the use of Park Pavilions:

Reservations for Pavilion usage are confirmed by an approved Park Usage request form made at least 2 weeks prior to event, and held with a payment in the amount of \$25.00 per day/event.

An executed Indemnification Agreement, attached hereto, is made a part of this Agreement.

A damage deposit in the amount of \$100.00 (paid by check only, made payable to the "Village of Liverpool") is required for each reservation and must be received by the Village of Liverpool no later than FOUR BUSINESS DAYS BEFORE YOUR EVENT. We do not mail these checks back to you after your event. If there are no damage charges against your deposit, your check will be stamped "void" and filed with your application until you come pick it up at the Village Clerk's office at least two [2] business days after your event. If charges for damages are placed against your deposit, your check will be deposited. An itemized list of charges will be sent to you along with any remaining balance. The Village of Liverpool issues payments at Village Board meetings held once per month. Depending on the date of your event, it may be several weeks before any remaining damage deposit is returned to you.

A utility fee of \$25.00 is assessed per day/event when electricity is required.

Folding chairs are available at a fee of \$1.00 per chair per event. Arrangements must be made no later than FOUR BUSINESS DAYS BEFORE YOUR EVENT.

Decorations shall not be tacked or nailed to any pavilion wall or park fixture, and must be removed at the conclusion of your event.

The throwing of rice &/or confetti is prohibited.

Removal of garbage/refuse generated by your event is the responsibility of your event coordinator or their designee.

I hereby acknowledge that I have read, understand, and agree to comply with the enclosed terms and conditions. I further verify that I am 21 years of age or older and assume responsibility for the actions of the members of the group I represent for this event. I understand that the Village of Liverpool is allowing the use of the designated pavilion as long as these policies are adhered to.

Group Representative's signature

date

Public Works Superintendent's signature

date