



# Town of East Greenbush Parks and Rentals Guide



1/1/23

Contact the Parks &  
Recreation Dept. at  
(518) 477-4194

# East Greenbush Town Park

Park hours are 8 a.m. - dusk

The East Greenbush Town Park is located off of Elliot Road. The park is a peaceful and scenic 120 acres, including a pond that opens to the Moordener Kill and a waterfall along the hiking trails.

## Amenities:

- Playground
- Softball field
- Basketball court
- Volleyball court
- Fishing
- Barbecue grills
- Horseshoes
- Two dog parks
- Restrooms
- 1.5-mile hiking & cross-country trails

Rentable facilities at the Town Park include the Red Barn and the Upper Pavilion.

There are three hiking trails throughout the park which are marked with yellow, orange and white indicators.



# Town Park Rentals

## The Red Barn

Located closest to the water at the Town Park, the Red Barn is an enclosed building and is available for rent year-round. Tables and chairs to seat up to 100 people can be provided. The building can accommodate up to 150 people.

### Inside:

- Heat / Air-conditioning
- Wi-fi connection
- Projector screen & projector
- Surround sound system
- Restrooms
- Tables (round & rectangular)
- Chairs (up to 100)
- Kitchen w/concession window
- Refrigerator
- Freezer
- Sink
- Microwave
- Electric stove & range
- Podium

### Outside:

- Picnic tables
- Two covered porches facing the water
- Charcoal grill
- Open space for lawn games

### Rental rules:

- Red Barn rentals have a \$250 refundable security deposit.
- A Certificate of Liability Insurance is required to rent the Barn.
- Nothing can be taped, stapled, tacked or Command-hooked to the walls.
- GLITTER IS PROHIBITED and may result in a forfeiture of the security deposit.
- The kitchen must be cleaned and left the way it was when entering.
- All garbage must be placed in garbage receptacles.
- When the heat or A/C is on, doors must be closed unless entering or exiting.
- Please lock doors and turn off all lights when leaving.
- Base rental covers from 8:00 a.m. – 8:00 p.m. / additional hours after 8:00 p.m. (up until 11:00 p.m.) are extra. See chart on page 7 for current pricing and rental details.

# Town Park Rentals

## The Upper Pavilion

The Upper Pavilion is a covered deck located at the top of the hill at the Town Park, and is available for rent May 1 – October 20. The pavilion can accommodate 150 people.

### Features:

- Picnic tables
- Electrical outlets
- Restroom
- Charcoal grill
- Kitchen w/serving window
- Sink
- Refrigerator
- Microwave

Just below the pavilion is a playground, basketball court, softball field, horseshoes, and volleyball net. Behind the pavilion is access to one of the hiking trails.



### Rental rules:

- A Certificate of Liability Insurance is required to rent the Upper Pavilion.
- The kitchen must be clean and left the way it was when entering.
- All garbage must be placed in garbage receptacles.
- Please lock the kitchen and bathroom doors and turn off all lights when leaving. The overhead serving windows should be left up.
- Base rental covers from 8:00 a.m. – 8:00 p.m. / additional hours after 8:00 p.m. (up until 11:00 p.m.) are extra. See chart on page 7 for current pricing and rental details.

# Other Park Rentals

## Onderdonk Park

Onderdonk Park is located on Hampton Manor Ave., at the north end of Hampton Manor Lake, and is available for rent May 1 – October 20. The pavilion can accommodate 50 people.

### Features:

- Pavilion with picnic tables
- Restrooms
- Barbecue Grills
- Bocce court
- Shuffleboard
- Horseshoes
- Putting green
- Open space for lawn games

Base rental covers from 8:00 a.m. – 8:00 p.m. See chart on page 7 for current pricing and rental details.

## Hampton Manor Beach House

The Hampton Manor Beach House is an enclosed building and is available for rent year-round from 8:00 a.m. to 8:00 p.m.. It is located on Lakeshore Drive on Hampton Manor Lake. The building can accommodate 25 – 30 people.

### Features:

- Heat / Air-conditioning
- Restrooms
- Ping-pong table
- Tables and chairs to seat 30
- Refrigerator
- Microwave
- Sink

Next to the beach house is a beautiful gazebo overlooking the lake, a small playground, and a basketball court. The beach house is perfect for a small gathering or children's party.

# Town of East Greenbush Facility Rental Fees 2023

Facility	Resident Weekend	Non-Resident Weekend	Resident Weekday	Non-Resident Weekday	School or Community Youth Groups Weekend	School or Community Youth Groups Weekday
<b>** NOTE: Weekend days are Friday, Saturday or Sunday / Weekdays are Monday, Tuesday, Wednesday or Thursday</b>						
<b>Red Barn</b>	550.00	700.00	450.00	600.00	225.00	100.00
Red Barn Refundable Security Deposit	+ 250.00	+ 250.00	+ 250.00	+ 250.00	N/A	N/A
<b>Upper Pavilion</b>	250.00	400.00	150.00	350.00	200.00	75.00
<b>Onderdonk Pavilion</b>	150.00	250.00	100.00	200.00	50.00	50.00
<b>Hampton Manor Beach House</b>	100.00	200.00	75.00	150.00	50.00	50.00
<b>Extras/Optional:</b>						
Lower Pavilion (as an add-on to Red Barn only)	+ 100.00	+ 100.00	+ 100.00	+ 100.00	+ 100.00	+ 100.00
Alcohol Permit (required if serving alcohol)	+ 50.00	+ 50.00	+ 50.00	+ 50.00	N/A	N/A
Each hour after 8:00 p.m.	+ 75.00	+ 75.00	+ 75.00	+ 75.00	N/A	N/A
<b>** A Certificate of Liability Insurance is REQUIRED for all rentals and is due two weeks before the scheduled event. For details on requirements and how to obtain a certificate, call the Community &amp; Recreation Office at 518-477-4194.</b>						
Cancellation policy: There is a \$75 cancellation fee for all reservations up to two weeks before the scheduled event. There are NO refunds for events cancelled less than two weeks prior to the event.						

# Other Rental Information

- Non-profit groups must submit a copy of 501(c)3 to receive a \$50 discount.
- There is an additional overtime charge of \$75 per hour for all rentals going over reserved times.
- There is an additional overtime charge of \$75 per hour for all rentals after 8:00 p.m.
- There is an additional Alcohol Permit charge of \$50 for all parties wishing to serve alcohol and a permit application must be submitted.
- All rentals require a 50% deposit with reservation.
- There is a \$75 cancellation fee for all reservations. Cancellations made less than two weeks in advance of a scheduled event will not be refunded.
- **All rentals require a Certificate of Insurance.** See the insurance information form on the following page.
- All bounce house or party rental companies must provide the Town with a Certificate of Insurance, with the Town of East Greenbush listed as an additional insured for the day of the event.
- All food vendors must provide the Town with a copy of their NYS Health Department permit.
- The Town does not supply cleaning supplies, charcoal or linens.

# How to Rent a Facility

- Facilities may be rented online by clicking on this link:  
<https://eastgreenbush.recdesk.com/Community/Member/Login>
- If you do not have a member profile, you will need to create one.
- Log in to your account with your Town of East Greenbush Community Online ID username and password
- When it brings you to your profile, click on “Facility Requests” from the top menu, then “All.” From there, you’ll be able to see available dates and reserve a facility.
- If you prefer not to rent online, or have questions, call the Community & Recreation Department at (518) 477-4194.

# Certificate of Insurance

## Information and Requirements:

The following policy is in effect for all individuals, businesses, and organizations (church, school, etc.) intending on having a function on Town grounds. To comply with this requirement, an individual, business, or organization must obtain a Certificate of Insurance, referred to as a one-day, "special event rider" through the insurance agency that provides their Homeowner's, Renter's or Business policy. A certificate of insurance may also be obtained through an online Event Insurance provider (Google search "Event Insurance" for options).

The Town reserves the right to require a Certificate of Insurance from any group, vendor, or organization whose activities or actions in the opinion of the Town warrant such coverage. This includes, but is not limited to, the running of extension cords, bringing animals, vehicles, or equipment, or any other potentially hazardous situations or activities.

- **The Certificate of Insurance must name:**

**The Town of East Greenbush  
225 Columbia Turnpike  
Rensselaer, NY 12144**

**as the "additional insured."** If it is not made out as specified, the certificate will not be accepted.

- **Liability limit: General Liability (required for all): \$1,000,000**
- **Alcohol Policy: If alcohol will be served, Host Liquor Liability Coverage must be included on your Certificate of Liability Insurance or by the caterer/vendor serving alcohol.**
- **The Certificate of Insurance should be forwarded to the Community and Recreation office within 30 days of the issued certificate. Please mail a copy to the above address or email a copy to [dmillet@eastgreenbush.org](mailto:dmillet@eastgreenbush.org). Please make sure to reference the date and location you are renting, as well as the last name on the reservation.**
- **The Certificate of Insurance must be provided at least 2 weeks before the event date.**

## Events and Programs:

In addition to permit holders, all caterers, DJs, and vendors, including nonprofit organizations and those providing services or goods to the public, or those groups promoting a cause on Town property, must provide the insurance certificates as outlined in this section for the specific date and event requested or to be added as additional insured to the permit holder's certificate of insurance.

The Town reserves the right to increase these limits at its discretion and to amend these regulations as it deems appropriate.