



Town of East Greenbush, New York

Town of East Greenbush Parks and Recreation Park and Rental Information

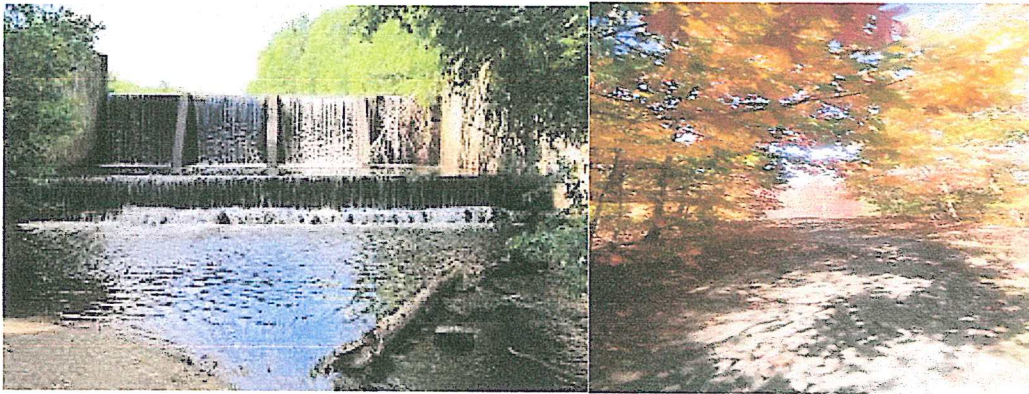
Updated 9/2018

East Greenbush Town Park

This park is located off of Elliot Road. A beautiful scenic 120 acre gem set back at the end of Town Park Road with a pond that opens to the Moordener Kill with breathtaking views and a waterfall along the hiking trails.

Amenities include two picnic pavilions, playground, softball field, basketball court, volleyball court, open lawn spaces, barbeque grills, horseshoes, 1.5 mile hiking and cross-country ski trails, fishing, non-motorized boating, ice-skating, and a sledding hill. This park also has a fenced off dog park. There are 3 hiking trails throughout the park. They are marked yellow, orange, or white.

The park is open 8AM-Dusk



Rental Facilities-Town Park

The Red Barn at the Town Park

The Barn is located closest to the water at the Town Park. It is an enclosed building with heat and air-conditioning. There is a small kitchen with a refrigerator, freezer, sink, microwave, electric stove and range and a concession window with counter. There are tables and chairs for seating up to 100 people.

The barn also includes 2 covered porches facing the water, several picnic tables, and restrooms. There is wifi connection, a projector screen, and surround sound system.

- The Town does not provide linens or food service.
- Nothing may be taped, stapled, tacked, or attached to the walls in any way.
- The kitchen must be cleaned and left the way it was when entering.
- All garbage must be placed in garbage receptacles.
- There is no admittance to the garage, closets, or upstairs storage area.
- Floors must be swept, counters and tables wiped down, and all garbage picked up when your party has concluded.
- Please lock all doors and turn off all lights when leaving.
- Hours available are from 8AM to 11PM, but please note there is an additional charge of \$50/ per hour after 8PM.



The Upper Pavilion

The upper pavilion has a kitchen, restrooms, a covered and an open deck with picnic tables. It is located on top of the hill. Just below the pavilion there is access to a playground, basketball court, softball field, horseshoes, and volleyball.

- All garbage must be placed in garbage receptacles.
- The kitchen must be cleaned and left the way it was when entering.
- Floors must be swept, counters and tables wiped down, and all garbage picked up when your party has concluded.
- Please lock all doors and turn off all lights when leaving.
- Available May- October from 8AM to dusk. July and August rentals from 8AM-11PM, but please note there is an additional charge of \$50/ per hour after 8PM.



The Lower Pavilion

The lower pavilion sits in the middle of the park. It is only available as an additional space rental with the Barn building.

Hampton Manor Park

Hampton Manor Park is located on Lakeshore Drive by Hampton Manor Lake. The Park opens at 8AM and closes at dusk. It features a beach house with bathroom, small kitchen area with microwave and refrigerator, foosball and ping pong tables, chairs and table. It also has a nice picnic area with charcoal grills and picnic tables overlooking the lake. A beautiful gazebo sits above the lake for relaxing and lake viewing. There is a small playground across from the beach house and basketball and four square courts. The Beach House is a nice rental for a small gathering, children's birthday party or a meeting.



Onderdonk Park

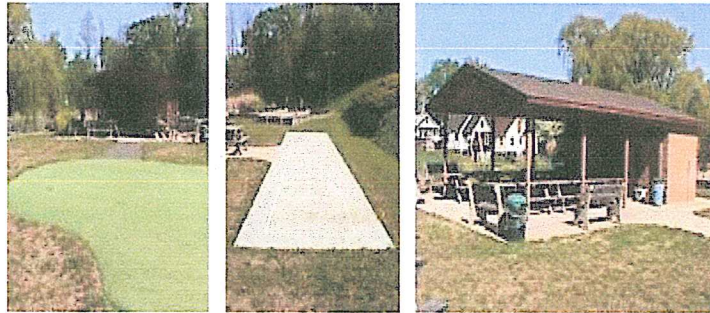
This park is located on Hampton Avenue at the north end of Hampton Manor Lake. This beautiful adult-oriented park is the most recent of the Town's parks.

Amenities include a pavilion with picnic tables, barbeque grills, restrooms, bocce courts, shuffleboard, horseshoes, a putting green, and open green space for lawn games.

The Town's Music in the Park summer concert series is held at the park every year in August.

This park is only open for programs and rentals at this time.

Pavilion accommodates approximately 50 people underneath with plenty of green space and picnic tables around the outside there is also a charcoal grill and bathrooms under the pavilion.



Town of East Greenbush Parks and Recreation Rental Fees

The Red Barn at the Town Park Available Year Round	Weekend Resident	Weekend Non-Resident	Weekday Resident	Weekday Non-Resident	Accommodates
Daily Rental	\$ 450	\$550	\$350	\$450	150 people
Upper Pavilion at the Town Park Available May- Oct	Weekend Resident	Weekend Non-Resident	Weekday Resident	Weekday Non-Resident	Accommodates
Daily Rental	\$ 250	\$350	\$150	\$250	150 people
The Lower Pavilion at the Town Park Available May- Oct	Weekend Resident	Weekend Non-Resident	Weekday Resident	Weekday Non-Resident	Only available in addition to Barn rental.
	\$ 100	\$200	\$50	\$100	
Onderdonk Park Pavilion Available May- October	Weekend Resident	Weekend Non-Resident	Weekday Resident	Weekday Non-Resident	Accommodates
Daily Rental	\$ 150	\$250	\$100	\$200	50 people
Hampton Manor Beach House Available Year Round	Weekend Resident	Weekend Non-Resident	Weekday Resident	Weekday Non-Resident	Accommodates
Daily Rental	\$100	\$200	\$75	\$150	25 people Meeting space or Children's Birthday Party

- Non-Profit Groups must submit copy of 501C3 to receive \$50 discount
- EGCSO School Groups- most fees are waived- please call for more information.
- There is an additional Overtime Fee of \$50 per hour for all Rentals going over reserved time.
- There is an additional Overtime Fee of \$50 per hour for Barn rentals after 8PM.
- There is an additional Alcohol Permit Charge of \$50 for all parties wishing to serve alcohol and must accompany permit application.
- All rentals require a 50% deposit with reservation.
- There is a \$50 cancellation fee for all reservations. If reservation is cancelled less than two (2) weeks in advance deposit will NOT be refunded.
- All rentals NOW REQUIRE A CERTIFICATE OF INSURANCE. (see more info on insurance instructions form)
- 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.
- All food vendors must provide the Town with a copy of their NYS Health Department permit.
- You must provide your own charcoal for grills.
- You must provide your own linens.
- Please note the above dates are for the 2019 season and will be in effect until 12/31/2019.
- Reservations for the 2020 season will open on November 1st 2019
- Rates are set by the Town Board annually and are subject to change at the Board's discretion.



Town of East Greenbush

Department of Parks & Recreation Rules and Regulations

I. Purpose.

These *Rules and Regulations* shall apply to the use of Town parks and facilities listed in Section II and are intended to provide the fullest enjoyment of the Town park system for its patrons.

II. Town parks and facilities.

The following are the Town parks and facilities covered by these *Rules and Regulations*:

- East Greenbush Town Park- Town Park Rd.
- Onderdonk Park- Hampton Ave.
- Hampton Manor Park- Lakeshore Drive
- Woodland's Eckman Park is located off Phillips and Grant Avenue.
- Prospect Heights Park is located on Neptune Street
- Ontario Park is located on Ontario Avenue

III. General Rules.

The following provisions shall apply:

A. Hours.

Except for special events or rentals authorized by the Town and as provided below, park hours are from 8 a.m. until dusk, year around. If a park's entrance is blocked or the gate is locked, entry to and use of the park is prohibited.

B. Fees.

Any fee for use shall be determined on an annual basis by the Town Board.

C. Use.

Park facilities are available for public use on a first-come, first-served basis except those areas that are reserved as provided in Section V. Patrons shall preserve the peace and tranquility of the parks. Offensive language and undesirable noise amplification is prohibited.

D. Refuse and Trash. Any trash which is a result of legal park use such as picnicking shall be placed in the proper receptacles where provided. Where such receptacles are not provided, all rubbish and trash shall be removed from the park by those who are using the park.

E. Vehicles. All vehicles shall be operated on park roads only and in designated parking areas. Parking on the grass is prohibited. Access and maintenance roads shall remain clear at all times. The maintenance of vehicles, including changing oil and cleaning, is prohibited on park grounds except for emergencies.

F. Fires. Fires are only allowed in cooking grills. Cooking grills are charcoal only and charcoal is not provided by the Town. Portable camp stoves and grills are permissible.

G. Tobacco Free Zones. Playgrounds, playing and athletic fields, dog park, tennis and basketball courts are tobacco free.

H. Assumption of Risk and Loss. All patrons using Town parks and recreational facilities do so at their own risk. The Town assumes no responsibility for loss of personal property.

IV. Prohibited Activities.

Except as authorized by the Department of Parks & Recreation, the following activities are prohibited:

A. Alcohol.

Except as provided under Section VI, the possession or consumption of alcoholic beverages is prohibited.

B. Damage and Removal of Plants and Natural Features.

Damaging, cutting, carving, transplanting or removing trees, vegetation, or plants; picking flowers, injuring bark or removing seeds; digging or disturbing the ground or injuring the natural beauty of the park; damaging or removing soil, rocks, trees, fence posts, or collecting of firewood is all prohibited.

C. Damage to Property and Erection of Structures.

Driving nails or staples into trees, buildings or picnic tables or constructing, installing or erecting any building or structure is prohibited.

D. Disruptive Behavior.

Patrons engaging in disruptive, destructive or hazardous behavior may be directed to stop such behavior by any park employee or enforcement official. Such conduct may result in the expulsion of the patron from the park and at the discretion of the Town official and the issuance of a legal summons.

E. Fireworks.

Fireworks of any type with the exclusion of professional firework companies hired by the Town are prohibited.

F. Group Assembly.

Group assemblies that may conflict with normal park use without prior authorization from Town officials are prohibited.

G. Hunting.

Except for authorized law enforcement personnel, the carrying, possessing, or use of firearms including, but not limited to, bow hunting and trapping devices is prohibited. Shooting into park areas from beyond park boundaries is prohibited and illegal.

H. Litter and dumping.

Dumping, littering, depositing or leaving any bottles, glass, ashes, paper, boxes, cans, dirt, rubbish or other trash is prohibited

I. Motorized vehicles.

All-terrain vehicles, off-road motor bikes, snowmobiles, air-supported vehicles, and overnight parking are prohibited.

J. Overnight camping.

Overnight camping, tents, and enclosures are prohibited.

K. Special devices and activities.

Inflatable slides, slip 'n slides, bouncy bounces, trampolines, and pony rides unless a Certificate of Insurance with the Town of East Greenbush listed as additional insured is provided to the Town by the company are prohibited.

L. Vending, Fundraising and Performances.

Sales, peddling, fundraising, advertising, or staging performances without authorization by Town Officials is prohibited.

M. Wildlife.

Feeding or disturbing wildlife is prohibited.

V. Reservations.

Reservations are required for the use of all Park Pavilions or Hampton Manor Beach House.

- A. All rentals must be reserved through the Department of Community and Recreation. 477-4194.
- B. A facility request form must be completed and submitted with a deposit and all required insurance information.
- C. If you would like to provide alcoholic beverages, beer and/or wine to attendees of your event at no cost to them and it is a private, "by invitation only" event (family reunion, company picnic, etc.), you must apply for an alcoholic beverage permit for an additional charge.
- D. Cancellations made less than two weeks in advance of a scheduled event will not be refunded.
- E. There is a \$50 fee for ALL cancelled reservations.

VI. Alcohol.

A. Prohibited. Except for a *Beer and Wine Permit* issued under Section VI (B), the possession or consumption of alcoholic beverages is prohibited.

B. Beer and Wine Permit.

Beer and/or wine shall be served under the following conditions:

1. The issuance of *Beer and Wine Permit* by the Department of Parks & Recreation.
2. Beer and/or wine may not be sold or served to persons under the age of 21.
3. Beer and/or wine are the only alcoholic beverages which may be served.
4. Beer and/or wine shall be served from beer balls, kegs, cans or boxes only.
5. Glass bottles and glass containers are prohibited.
6. Beer and/or wine are restricted to the pavilion areas and adjoining softball, diamond, volleyball court and horseshoe pits.
7. The *Beer and Wine Permit* shall be posted at the pavilion.
8. Any violation of these requirements may result in immediate revocation of the *Beer and Wine Permit*.

VII. Animals.

A. Leash. Except as provided in Section VII(B), all animals shall be kept on a leash at all times pursuant to Town of East Greenbush Local Law #4 of 1971. Dog excrement shall be removed immediately and properly disposed of in a sanitary manner.

B. Dog Park.

The use of the dog park shall comply with the following requirements:

- The dog park is restricted to East Greenbush residents with permits. Permits may be obtained at the Town Clerk's Office at Town Hall.
- All dogs **MUST** be leashed outside of the fenced in area.
- Owners must carry a leash and supervise their dog closely at all times inside the dog park.
- Anyone using the dog park will do so at their own risk.
- Dogs must wear NYS Tags.
- The Town of East Greenbush shall have no liability for damage to dogs or people using this park.
- Current Dog License and Usage Permit is required. Dogs must wear a collar with permits.
- Owners must clean up after their dogs and place feces in appropriate containers and receptacles.
- Owners are legally responsible for the actions and behavior of their dogs.
- Dogs with a history of aggressive behavior are prohibited while other dogs are in the park.
- Children under age 10 are NOT permitted.
- Children 10-17 years of age must be accompanied by an adult.
- Children are not permitted to chase or supervise dogs.
- Dogs in heat are prohibited.
- Puppies under 4 months of age are not allowed in the dog park.
- Habitual barking that is disruptive to residents enjoying the park is prohibited.
- Rawhide, dog treats, and food are prohibited.
- Owners must stop their dog from digging and holes must be filled.
- Dog training classes are prohibited.
- No more than two dogs per owner are allowed in the dog park at one time.
- Enforcement of these rules is under immediate supervision of the Animal Control Officer. Violators are subject to removal from the park, revocation of permits, and fines and penalties.
- Comments or concerns regarding the violation or enforcement of park rules can be directed to Animal Control Officer at 951-0213 or the Department of Parks, Community and Recreation at 477-4194
- Comments or concerns regarding the maintenance of the park can be directed to the Public Works Parks Department at 477-6103
- Any incident of a dog bite **MUST** be reported immediately to Animal Control @ 951-0213.
- It is recommended that in the occurrence of any incident between dogs that all information between owners and dogs be exchanged at the time.
- Please note that extremely aggressive behavior and/or dog bites, as well as, owners not abiding to the rules, are all justification for permit revocation.

VIII. Summer Camp. The Town runs a summer camp program at the East Greenbush Town Park for six consecutive weeks during the months of July and August. During this time, the Red Barn and lower pavilion, the open space in the park by the circle and by the water, and the playground areas are restricted for use from 9 a.m. -4 p.m.

Questions in regard to any of the above may be directed as follows:

1. Department of Parks, Community, and Recreation 477-4194
2. Department of Public Works 477-6103
3. Town Clerk's Office 477-7145
4. Town Board- 477-4775

Instructions for completing the Facility Request Form

Please initial each bulleted item to acknowledge understanding.

- Your request will be approved or denied and you will be notified in writing within 5 days of receipt of your request.
- A 50% cash or check deposit is due with request form and will be refunded if your request is denied for any reason.
- **Required Insurance: Please note ALL RESERVATIONS NOW REQUIRE CERTIFICATE OF INSURANCE (SEE INSURANCE INSTRUCTIONS ATTACHED)**
- Final balance along with any additional Certificates of Insurance will be due no later than the due date stated on your copy of approved request. If payment is not received by the due date stated your reservation will be cancelled. This due date will be at least 2 weeks prior to the event date.
- If you would like to provide alcoholic beverages, beer & wine to attendees of your event at no cost and it is a private, "by invitation only" event (family reunion, company picnic, etc.), you must apply for an Alcoholic Beverage Permit for an extra charge of \$50
- **There is a \$50 cancellation fee for ALL reservations. Cancellations made less than 2 weeks in advance of scheduled event will not be refunded.**
- Any questions may be directed to the Department of Community, and Recreation 477-4194.
- The person listed below is legally responsible for any and all action of the pavilion users while they are at the Town of East Greenbush Park Facility
- The undersigned person will be held financially responsible for any and all damages to park property caused by a member of his/her group.
- The person is responsible for his/her group's adherence to all permit guidelines, including those pertaining to alcohol use and the Rules and Regulations for Use of Town Parks.
- The person responsible hereby acknowledges that he/she has read, understands and agrees to comply with the policies outlined below and the enclosed Rules and Regulations for Use of Town Parks.
- The person responsible further verifies that he/she is 21 years of age or older.
- The person responsible hereby requests reservation of the Town Facility above, for the date(s), times, and purposes shown. He/she, on behalf of organization, further agrees to hold harmless and completely indemnify the Town of East Greenbush, its officers, agents, and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

I, the undersigned, acknowledge that I am over 21 years of age and that I read and fully understand the above requirements and information about the use of the Town of East Greenbush facility. I agree, on behalf of myself and any organization, business, group, or other entity named above, to abide by the requirements and regulations of the Town of East Greenbush and to defend, indemnify and hold the Town of East Greenbush, its officers, agents, employees and volunteers harmless from and against any and all loss, claims, suits, damages, and/or liabilities, including reasonable attorney's fees, arising out of the approval of my request to use the facility, or the actual use of the facility. I further agree, on behalf of myself and any organization, business, group, or other entity named above, that all claims against the Town of East Greenbush for any damage or injury arising out of the use of the facility are hereby waived and released. I further agree, on behalf of myself and any organization, business, group, other entity named above, to abide by all State and Federal laws, the Town Code of the Town of East Greenbush, and the Town of East Greenbush Parks & Recreation Department Rules and Regulations and any other Rules and Regulations pertaining to the use of certain Town of East Greenbush facilities.

SIGNATURE: _____ **Date** _____

Print Name: _____



**TOWN OF EAST GREENBUSH
PARKS COMMUNITY & RECREATION DEPARTMENT
225 Columbia Turnpike Rensselaer, NY 12144 PHONE: 518-477-4194**

Certificate of Insurance- General Information

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 may obtain a Certificate of Insurance; referred to as a one day, "special event rider", through the insurance agency that provides their Home Owner's. Renter's or Business Policy. A certificate of insurance may also be obtained through an online Event Insurance provider (Do a Google search for "Event Insurance" for options).

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. The Certificate of Insurance must be provided within thirty (30) days of the issued permit/facility sales receipt with the following limits:

- 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 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 warrants such coverage. This includes but is not limited to the running of extension cords, bringing animals, vehicles, equipment or any other potentially hazardous situations or activity.

Events and Programs:

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

In addition to permit holders; all caterers, DJ's, setup vendors including nonprofit organizations and those providing services or goods to the public or those groups promoting a cause on Town Park 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 holders certificate of insurance.

Forwarding Certificate of Insurance to the Community and Recreation and Parks Department:

Certificate of Insurance should be forwarded to the Community and Recreation office within 30 (thirty) days of issued permit. Please fax copy to 518-477-2386 or email to jlansing@eastgreenbush.org or mail to the above address. Please make sure to reference the date and area you are renting as well as the last name on the reservation so that the certificate can be matched with your paperwork.



TOWN OF EAST GREENBUSH
PARKS COMMUNITY & RECREATION DEPARTMENT
225 Columbia Turnpike Rensselaer, NY 12144 PHONE: 518-477-4194

Facility Use Request Form

Event Information

Today's Date: _____ Date(s) Requested: _____

Facility Requested:

- ☐ The Red Barn @the Town Park with the Lower Pavilion: yes no
- ☐ The Upper Pavilion @the Town Park
- ☐ The Onderdonk Park Pavilion
- ☐ Hampton Manor Beach House @Hampton Manor Park

Event or Purpose: _____ Number of People Expected: _____

Time of Event: From: _____ To: _____

Is an admission fee charged? Yes _____ No _____

If so, what will proceeds be used for? _____

Renter's Information

Name or Organization or Business: _____

Name of Person in Charge During Event: _____

Mailing Address: _____

Phone (Day): _____ Phone (Night): _____

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION WITH 50%DEPOSIT TO:

Town of East Greenbush Community, Recreation and Parks Department
225 Columbia Turnpike Rensselaer, NY 12144.

"MAKE CHECKS PAYABLE TO THE "TOWN OF EAST GREENBUSH."

For Office Use Only:

Approved: _____ Date: _____ Initial: _____

Denied: _____ Reason: _____ Initial: _____

RENTAL FEE: \$ _____ Deposit: \$ _____ Paid: _____

Balance Due: \$ _____ Balance Due Date: _____ Paid: _____



**TOWN OF EAST GREENBUSH
PARKS COMMUNITY & RECREATION DEPARTMENT**

225 Columbia Turnpike, Rensselaer, NY 12144 PHONE: 518-477-4194

If you would like to provide alcoholic beverages, beer and/or wine to attendees of your event at no cost to them and if this is a private, "by invitation only" event (family reunion, company picnic etc.), you must apply for an alcoholic beverage permit.

**BEER/WINE
BEVERAGE
PERMIT
APPLICATION**

Application Date: _____

Date of Event: _____ Location of Event: _____

Organization or Applicant Name: _____

Address of Applicant: _____

Phone Number (including area code): _____

Driver's License Number/Expiration Date: _____

Date of Birth: _____

Beer and/or wine will be served from _____ to _____.

CONDITIONS: UNDERAGE DRINKING and/or SALE OF ALCOHOL ARE STRICTLY PROHIBITED.

As a condition of being granted a beer and/or wine beverage permit, I hereby agree to be present at the event at all times and responsible for maintaining order at the facility and grounds. I agree to comply with town, county and state regulations related to alcohol consumption. I certify that I am 21 years of age or older and the information I have provided here is true and accurate to the best of my knowledge. I understand that glass containers to consume alcohol are prohibited I hereby agree to defend, indemnify and hold harmless the Town of East Greenbush, its officers, officials, employees and agents from all liability claims arising from the event.

Date: _____

Applicant's Signature: _____

OFFICE USE ONLY

PERMIT NO.: _____

APPROVED: ☐

DENIED: ☐

REASON: _____

DATE: _____

Town Services Coordinator: _____

CC: DPW Commissioner, Parks Maintenance, Town Clerk