



Town of Pittsford – William A. Carpenter Park at the Port of Pittsford Gazebo Reservation Form

Recreation Department – 35 Lincoln Ave – Pittsford, 14534 – 248-6280

Time

Gazebo reservations may include any three (3) hour portion of the day between 10:00 am and sundown.

Park Usage

Customer reservations are not allowed on any Town of Pittsford event dates, i.e. concerts, festivals. Reservations are limited to one a day, 3 hour maximum stay.

**Please be advised that there will likely be other park users present at the time of your event. Your use of the gazebo shall not exclude others from using the park.

Liability

The Town of Pittsford will accept no liability for individuals, groups or organizations using the Port of Pittsford gazebo.

Security

The person whose signature appears on the permit must be at least 21 years of age and be physically present during the reservation time on the permit.

Designated Town of Pittsford employees may spot check activities at the gazebo to insure park ordinances, regulations & town policies are being met. Permit holder(s) must have the permit available to present to Town employee or law enforcement.

Alcohol

We do not allow alcoholic beverages in the park.

Music Entertainment

We do not allow amplified live music, DJ's or unusually loud, recorded music. Inflatables, pony rides, etc. and tents are not allowed in the park.

Cleanup

This is a carry in – carry out facility. All trash, recyclables must be taken out by the permit holder.

Decorations

Decorations shall be attached in ways that do not damage the gazebo and shall be completely removed following your event.

Use of confetti, glitter, rice and candles is prohibited.

Damage to Gazebo/Park

Responsibility for any damage or extraordinary conditions on surrounding grounds beyond normal wear & tear resulting from the use of the Port of Pittsford Park and gazebo must be assumed by the person whose signature appears on the permit.

Fires

We do not allow any open fires in the park.

Driveway/Parking

Parking is allowed in the municipal parking lot behind the library. There is absolutely no driving down or parking on the access road or lawns.

Handicap Accessibility

The gazebo is handicap accessible by the North Main St. access road and then into the gazebo by a ramp.

Restrooms

Public restrooms are located in the Pittsford Community Library during open building hours.

Electricity

There are six (6) 110 volt outlets located at the gazebo.

Phone Numbers

Town emergency number – 248-6212

Registration

Starting the first Monday in December, reservations, for the next year, will be assigned at the time of the request on a first come, first served basis, for Pittsford residents only. Non-residents may make gazebo reservations starting January 1st.

Cancellation Policy

If notification is given five business days or more in advance of the reservation, a refund minus a \$10.00 cancellation fee will be mailed to the applicant within 30 days. If notification is less than five business days, there will be no refund of the reservation fee.

Change in Reservation

If a request for a change to the reservation is made five business days or more in advance of the reservation, then a new application must be completed and a \$5.00 processing fee will be charged. Weather or other conditions may require the town to cancel a reservation. At which time, applicant will be notified and the reservation fee will be refunded in full.

I. D. Required

To protect Pittsford residents privilege to early registration and the lower fee, and to assure the applicant is 21 years of age, we will require a driver's license or other suitable proof of identification and residency.

Gazebo Description

The gazebo measures 32' by 23' and has a suggested maximum capacity of 50 people.

I have read the rules for the Port of Pittsford Gazebo and agree to abide by these rules for the duration of my reservation.

(Customer Signature)



Town of Pittsford – William A. Carpenter Park at the Port of Pittsford Gazebo Reservation Form

Recreation Department – 35 Lincoln Ave – Pittsford, 14534 – 248-6280

Applicant Information

Name: _____

Address: _____

Town: _____ Zip Code: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Driver's License #: _____ Date of Birth: _____

Port of Pittsford Gazebo

| | |
|------------------------------------|-----------------|
| Capacity..... | 50 people |
| Resident Fee..... \$30.00..... | Maximum 3 hours |
| Non-resident Fee..... \$50.00..... | Maximum 3 hours |

Reservation Information

Gazebo

Date Requested: _____

Time Requested: In _____ Out _____

Number of people expected: _____

Type of activity: (Please be specific) _____

(i.e. Rehearsal/Wedding Gathering, Photographs, etc.)

**Please be advised that there will likely be other park users present at the time of your reservation.
Your use of the gazebo shall not exclude others from using the park.**

I have read and understand the rules and regulations for use of the gazebo in the Port of Pittsford Park. I agree to assume all responsibility for my group's use of the facilities. I further understand that this permit is non-transferable to a person, group, or organization.

Signature: _____ Date: _____

(OFFICE USE ONLY)

PAYMENT METHOD: CASH _____ CHECK _____ CARD vs MC DV RECEIPT # _____