

## **PARK COMMISSION MEETING**

**March 11, 2015**

### **AGENDA**

- 1. Minutes from the January 8, 2015 meeting.**
- 2. Letter from Christopher Ameigh regarding designating a space for a T-Ball field.**
- 3. Review additional stipulations for use of Abendroth Park on September 20, 2015 by Virgen Del Cisne.**
- 4. Application for use of Abendroth Park on September 6, 2015, by The Confraternity of Virgin of Guadalupe.**
- 5. From Port Chester/Rye Brook Girl Scouts for the use of Lyon Park on June 6, and June 7, , for Community Camping.**
- 6. From the D.A.R. for permission to place a wreath or small flags at the Vietnam Memorial in Lyon Park for the 50<sup>th</sup> Anniversary of Vietnam.**

## PARK COMMISSION MEETING

January 14, 2015

Members Present: Virginia Corbia, Gerald Donahue, Marie Martin, Heather Paul,  
Chairman Jerry Terranova, Concettina Thalheimer

Excused: Ernest Tigani

Others Present: Heather Krakowski, Lucy Miller of Relay for Life,

Chairman Terranova called the meeting to order at 7:06 P.M. in the Senior Center Library.

The minutes of the August 13, 2014 meeting were reviewed. A motion was made by Jerry Donahue to accept the minutes with corrections and this motion was seconded by Connie Thalheimer. The vote was unanimous in favor of this motion.

The minutes of the September 10, 2014 meeting were reviewed and it was decided to send a letter to the Board of Trustees regarding hobos in Columbus Park which were brought to the attention of the Village Manager in a letter from this Commission dated September 11, 2014. A motion was made by Connie Thalheimer and seconded by Heather Paul to accept the minutes as presented with a unanimous vote to accept.

The minutes of the September 30, 2014 meeting were reviewed and a motion made by Connie Thalheimer and seconded by Jerry Donahue to accept the minutes was approved by all present.

The minutes of the October 8, 2014 meeting were reviewed and a motion made by Connie Thalheimer and seconded by Jerry Terranova to accept the minutes was approved by all present.

The minutes of the November 12, 2014 meeting were reviewed and a motion made by Jerry Donahue and seconded by Jerry Terranova to accept these minutes was approved by all present.

The minutes of the January 8, 2015 meeting were handed out at this meeting and will be reviewed for approval at the February meeting.

Lucy Miller of Relay for Life spoke of the event. At the end of the relay, participants feel they have accomplished something in the fight against cancer. This will be our third year in Port Chester. The last two years we were at Port Chester Middle School. However, the school board

now does not host outside events. We had 92 teams of 4-5 (could be up to 15) people so someone is walking at all times. Teams are granted plots to set up a campsite. We have a noise curfew. Sanitary facilities are usually provided by the facility and we have paid for a janitorial staff. We try to partner with the local police department to provide security on a volunteer basis. If that is not possible we hire outside security. We will clean up and dump garbage. We also provide insurance on a national level. Per Heather's recommendation we are now looking at Abendroth and Columbus parks. Jerry Donahue commented he attended one in the past and it is very nicely done. Finding a good park depends on how many people are going to participate and then doing a walk-through. Lucy commented they bring I power generators for lighting. Connie commented that Edgewood may be a good park to look at. Jerry Terranova commented that Lucy look at the parks and come back to the next meeting with the preferred park for this May 30-31 event.

Connie Thalheimer commented on Edgewood Park and Abendroth Park. Abendroth has a gazebo and fields. Chairman Terranova commented that she will have to check with the Rec Commission to make sure that the date is available. Edgewood is all flat. Jerry Donahue commented he would like to hear Lucy's recommendation after seeing the parks. His concern is making sure there is enough security and lighting. The Park Commission approved the overnight; it is just a matter of which park. Abendroth has room for 35 cars plus street parking. Starwood would have to give approval for additional parking in the old emergency room lot. Lucy is also interested in use of the Showmobile. Lucy, Connie and Jerry Donahue will meet Friday at 12:00 to view the parks. If Port-A-Potties are needed they can be obtained through Rec.

Jerry Terranova made a motion that we approve May 30<sup>th</sup> at 10:00 A.M. to May 31<sup>st</sup> at 8:00 A.M. at either Abendroth or Edgewood Park. Motion was seconded by Connie Thalheimer. All were in agreement. The security will be provided by the Port Chester Police Department or private security. A motion was made and approved to waive the fee for the Park use.

Chairman Terranova commented that if there is a fee for the Showmobile it will have to be paid by Relay for Life. Lucy should contact the Board of Trustees for approval to use the Showmobile.

An application was received from Elle Em In Oh Pre LLC for the use of Lyon Park on June 23<sup>rd</sup>. They are going to have an amusement park. This is a Bridgeport organization and they want to set up for a carnival. The number of individuals is 150. Heather Paul made a motion that we reject this application. All were in favor of rejecting the application.

An application was received from the Virgin Gen Del Cisne for the use of Abendroth Park on September 6<sup>th</sup> or September 20<sup>th</sup> for a day of cultural festivities. The number of individuals is 200. They will start with a Mass and have breakfast and lunch. Connie commented they will require a health certificate. They will bring a sound system, tables, chairs

and a grill. We also have a request from Virgen de Guadalupe for September 6<sup>th</sup> for Abendroth. This also requires a grill. We will require more information on these two requests from Heather. This could be the group where we had the complaints last year. They both want grills. Our grills are small. There are no grills at Abendroth. Most people have to bring in their own. Heather commented that if you bring in your own grills you must pay the additional fee of ???. We always have a park attendant on hand when grills are used. If it is a fund raiser they are making money off of using our parks. They are not a non-profit so they will have to pay. If we approve the Virgen de Guadalupe will be on September 6<sup>th</sup> and Virgin Gen Del Cisne will be on the 20<sup>th</sup>. These are going to be very similar events. Last year when the group stayed beyond their approved time we charged them a fee for staying over.

Jerry Donahue commented that the Dog Park is a reality. When do we start figuring that the fencing and so forth will be installed? These groups that are using Abendroth will incur the fencing whether the dog park is in place or not. So 200 people in what is presently Abendroth and 200 people once the dog park fencing is in place are two different matters. What can go on at Abendroth given the fencing that is going to be approved. Heather commented this is going to be a play it by ear. If we have 200 people and the fencing is in and we see it doesn't work, we will have to refuse the next group of that size.

Heather Krakowski commented on the September applications. They will bring their own lighting. The Commission discussed the hours on the applications. Our fees are for five hours. The applications are for 12 hours. We have a rule that the park closes at dusk and the entire group must be out of the park by 8:00 P.M. We should charge a higher rate and if they do not overstay they will receive a refund. Connie Thalheimer commented they will need two Port-a-Potties. Since they are bringing in food and grilling they will need a certificate from the Board of Health. No music before 12:00 noon (not too loud as to disturb the neighbors), the event should end at 7:00 P.M. in order to clean up and out of the park by 8:00 P.M. We will charge them \$100 for each grill they bring in.

Jerry Donahue made a motion that we table the Virgen de Gudolupe request because of insufficient information, seconded by Jerry Terranova. All were in favor.

The fee for Virgin Del Cisne is \$1,200, with a \$500 deposit, the fee of \$100 for the grills, two Port-a-Potties, permits from the Board of Health, out of the park by 8:00 P.M., music not to start before 12:00 noon and end at 7:00 P.M., music not to disturb the neighbors. Connie made a motion that we approve the application will all the stipulations. The motion was seconded by Chairman Terranova. All agreed.

Chairman Terranova commented on the Agreement with the Port Chester Youth Baseball League, Inc. Connie Thalheimer commented on # 16. Concession Stand. They have to get a Health Department permit for the season. Jerry Donahue commented on the end of the fall season shall be September 30<sup>th</sup>. According to the contract they can't use the field after

September 30<sup>th</sup> but they used it during October and November. Connie commented there is nothing in the old contract. According to the new contract, PCYBL will maintain the field during the baseball season. The Village shall perform annual spring and fall field preparation.

Jerry Donahue made a motion that we approve the draft of the contract with the stipulation that we feel subsection 10: Use of Facilities states :The fall season shall end no later than September 30<sup>th</sup> of each year.” We feel that is unrealistic.

Subsection 22. Complaints: The Park commission feels that any complaints should go to the Park Commission, not the Recreation Department.

Jerry Donahue commented we have a Park Commission attendance record but it is not up to date. As of September 30<sup>th</sup> from the time he came on in May of 2013, Ernie Tigani attended 8 out of 20 meetings. We have a policy where you can miss four meetings in a year. Jerry Terranova will call Ernie Tigani to find his interest in the Park Commission.

With no further discussion Heather Paul made a motion to adjourn. This was seconded by Jerry Donahue. The meeting was adjourned at 9:15 P.M.



# VILLAGE OF PORT CHESTER

222 Grace Church Street, Port Chester, NY 10573

Christopher D. Steers  
Village Manager

(914) 939-2200  
Fax: (914) 937-3169  
E-mail: csteers@portchesterny.com

March, 11 2015

Port Chester Parks Commission

RE: PCYBL T-Ball Field

In negotiations with the Port Chester Youth Baseball League it became apparent that there is currently no T-Ball field designated for their use. The contract as it is currently written indicates that T-Ball is to be offered but does not specify the park or field location.

The league as you know desires to maintain a field in Lyons Park due to its central location and availability of parking. While mention has been made at previous Parks Commission meetings regarding moving the field to alternate sites, we don't have a resolution of the Commission authorizing any specific location for the use.

Trustee Terenzi, on behalf of the BOT, agreed that the Village would provide PCYBL with a field featuring AT LEAST round cutouts for the bases and pitcher's mound if not a complete set of dirt lanes and infield. DPW and the league will work together to prepare a field in the location the league, BOT and Parks Commission agree to. I am writing specifically to ask for a written statement of the Commission determining which areas you will allow to be considered in the contract negotiation. Please take an action indicating majority agreement of your commission.

It is our intent to bring a contract for your approval at your next commission meeting.

Thank You,

Christopher Ameigh  
Administrative Aide to the Village Manager

**VIRGIN DEL CISNE**

**ABENDROTH PARK – SEPTEMBER 20, 2015**

**PARK USE PERMIT ADDITIONAL RULES AND REGULATIONS AS REQUIRED BY THE  
PARK COMMISSION:**

- 1. The fee for the use of the park is \$1,200 plus a \$500 refundable deposit based on an inspection of the park.**
- 2. The group will provide its own grill – fee for grill use in park is \$100.**
- 3. Group to provide two (2) Port-a-Potties.**
- 4. Required food permits from the Board of Health.**
- 5. There will be no music before 12:00 noon and it must end by 7:00 p.m. The music must not be so loud as to disturb the neighborhood. If the Police are called because of noise related to music, all music will be shut down.**
- 6. All participants must be out of the park by 8:00 p.m. This includes time set for cleanup. There will be no exceptions.**

VIRGEN DEL CISNE



VILLAGE OF PORT CHESTER  
DEPARTMENT OF RECREATION  
914 - 939-2354

2 Reg -  
Have a rain date

APPLICATION FOR USE OF PORT CHESTER PARKS

GROUP/CLUB VIRGEN Del Cisne CONTACT NAME Moses Zhagor Phone 914-9373995

ADDRESS 18 Maple pl Portchester Ny 10573 Cell Phone 914-565-473

Driver Licence # 577 961 742 Mariana 203-5598687

TYPE OF EVENT:  Family Picnic  Reunion  Family Party  Sport practice or game  Employee Party  Other  
PARK:  Columbus  Recreation  Edgewood  Abendroth  Lyon

DATES & TIMES REQUESTED:

Date 9-6-15 From 8:00AM To 8:00PM Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Date 9-20-15 From 8:00 To 8:00 Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

NUMBER OF INDIVIDUALS TO ATTEND  Will Private Security be retained?  Yes  No

If Children - Describe Supervision - Number of Adults to Children (eg 3/20) 200 MORE C. LESS (IN-OUT)

FEES (RAIN OR SHINE)

Description of facilities and equipment to be used: \_\_\_\_\_

YOU MUST SUBMIT: (20 days prior to event)

- Certificate of general LIABILITY INSURANCE in the amount of \$2,000,000.00 naming the Village of Port Chester as co-insured.
- Proof of residency.
- Separate \$100.00 REFUNDABLE DEPOSIT (dated for the day of the event). This deposit shall be used to defray any expense the village may incur for cleaning or damage resulting from the use of building/park grounds.

ALL FEES ARE DUE AND PAYABLE UPON RESERVATION. PLEASE MAKE ALL CHECKS PAYABLE TO - VILLAGE OF PORT CHESTER. It is understood Park facility should be left in condition as found!

It is the responsibility of each group to control the behavior of its members.

Signature \_\_\_\_\_ Date 12-08-2014

**FOR OFFICE USE ONLY**

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ DATE: \_\_\_\_\_

FEE PAID: \_\_\_\_\_ CHECK # \_\_\_\_\_ DEPOSIT PAID: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

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Signature of Superintendent of Recreation \_\_\_\_\_

Application sent: Date Sent \_\_\_\_\_ Initials \_\_\_\_\_

To Park Maintenance \_\_\_\_\_

To Police Department \_\_\_\_\_

To Department of Public Works \_\_\_\_\_



222 Grace Church Street

Port Chester, NY 10573222 Grace Church Street

Port Chester, NY 10573

Dear Recreation Leader,

We are writing to you today on behalf of The Confraternity of Virgin Mary of Cisne to request the use of Abendroth Park and all its facilities, pavilion, parking lot, restrooms, soccer fields, kids' playground and surrounding areas to the mentioned facilities, on September 6, 2015 from 8am to 8pm. We are all grateful to have had the opportunity in the past to utilize these facilities for hosting our event and look to you once again, for your great support of this event.


The Virgin Mary of Cisne festivities provide an opportunity for our entire community to enjoy and participate of a day full of cultural activities, sports, Ecuadorian cuisine and musical performances. Our primary goal is to unite our diverse Port Chester community through a day of festivities. We have seen such great results from this event in the past and wish to continue with its success and tradition.

The common activities for the day would start with a Mass in honor of Virgin Mary of Cisne, followed by free breakfast for all attendees. Then we will have sport events for the adults and a clown and games for kids. Starting around 12pm we will serve paid lunch to all attendees, followed by traditional Ecuadorian dances. Finally, we will close the day with live musical performances making sure that the volume will not disturb the surrounding neighbors.

Breakfast will be free to all attendees. Lunch will be paid; money collected will cover the expenses associated with cooks, rental of the park and equipment. The breakfast menu will consist of coffee, milk, orange juice, bagels, croissants, muffins and other pastries. The lunch menu will consist of rice, pork, potato tortillas, shrimp cocktail, stewed beef, green salad, soda and water. For this event, we will bring a sound system, tables, chairs and a grill. We will not serve or permit alcohol consumption at this event.

It has been our good fortune to have built a good relationship with the Port Chester Recreation Department and we greatly appreciate your help in making a difference in the lives of the people of our community. Abendroth Park has proven to be the perfect place and great fit for this type of event. We remain hopeful that our confraternity will be able to use it again for this year's Virgin Mary of Cisne festivities.

Thank you for your kind consideration of our request. We are looking forward to hearing from you soon.

Sincerely, 

The Confraternity of Virgin Mary of Cisne

### APPLICATION FOR USE OF PORT CHESTER PARKS

GROUP/CLUB Virgen de Guadalupe CONTACT NAME Sra. Zoila Siguenza Phone 914-481-5090  
ADDRESS 8 Olivia St. Portchester, N.Y. Cell Phone 914-434-7840

Driver Licence # \_\_\_\_\_  
TYPE OF EVENT:  Family Picnic  Reunion  Family Party  Sport practice or game  Employee Party  Other  
PARK:  Columbus  Recreation  Edgewood  Abendroth  Lyon

**DATES & TIMES REQUESTED:**

Date 9-6-15 From 3:00am To 8:00pm Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Date 9-13-15 From 8:00 To 8:00 Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

NUMBER OF INDIVIDUALS TO ATTEND 200 Will Private Security be retained?  Yes  No  
If Children - Describe Supervision - Number of Adults to Children (eg 3/20) \_\_\_\_\_

**FEEES (RAIN OR SHINE)**

Description of facilities and equipment to be used: Garage music.

YOU MUST SUBMIT: (20 days prior to event)

- Certificate of general LIABILITY INSURANCE in the amount of \$2,000,000.00 naming the Village of Port Chester as co-insured.
- Proof of residency.
- Separate \$100.00 REFUNDABLE DEPOSIT (dated for the day of the event). This deposit shall be used to defray any expense the village may incur for cleaning or damage resulting from the use of building/park grounds.

ALL FEES ARE DUE AND PAYABLE UPON RESERVATION. PLEASE MAKE ALL CHECKS PAYABLE TO - VILLAGE OF PORT CHESTER. It is understood Park facility should be left in condition as found!

It is the responsibility of each group to control the behavior of its members.

Signature Zoila Siguenza Date 12-30-14

**FOR OFFICE USE ONLY**

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
FEE PAID: \_\_\_\_\_ CHECK # \_\_\_\_\_ DEPOSIT PAID \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

Signature of \_\_\_\_\_ Superintendent of Recreation

Application sent: Date Sent \_\_\_\_\_ Initials \_\_\_\_\_  
To Park Maintenance \_\_\_\_\_  
To Police Department \_\_\_\_\_  
To Department of Public Works \_\_\_\_\_

1/15/15

To Whom It May Concern

In behalf of the Sponsors/organizers of the Celebration of "VIRGEN DE GUADALUPE", we are writing to you respectfully request permission and authorization to use the local of the ABENDROTH PARK, located in Touraine Ave, Port Chester, NY, for our religious mass celebration that will take place Sunday September 6, 2015; from 8.00 am to 6.00 pm, with the following program.

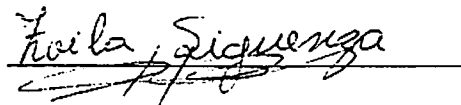
### PROGRAM

8:00 AM	HOLY ROSARY PRAY
9:00 AM	MASS CELEBRATION
10:30 AM	SERENADE AND SONGS TO THE HOLY VIRGIN
11:00 AM	BREAKFAST
11:30 AM	CHILDREN'S ENTERTAINMENT
12:30 PM	COMMUNITY LUNCH
2:00 PM	CULTURAL AND FOLKLOR PERFORMANCE
4:00 PM	POPULAR DANCE

On the positive response to this, we anticipate our sincere thanks.

If is any questions or concerns, please feel free to contact me at 914-434-7840

Yours Truly



ZOILA SIGUENZA

914-434-7840

222 Grace Church Street  
Port Chester, NY 10573

Dear Recreation Leader,

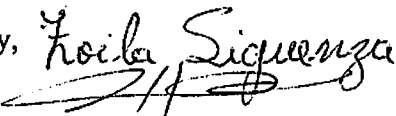
We are writing to you today on behalf of The Confraternity of Virgin of Guadalupe to request the use of Abendroth Park including its facilities, pavilion, parking lot, restrooms, kids' playground and surrounding areas (we do not want to use the soccer field) on September 6, 2015 from 7am to 7pm. We will also need chairs, tables, and a grill for our event. We are all grateful to have had the opportunity in the past to utilize these facilities for hosting our event and look to you once again, for your support of this event.

The Virgin of Guadalupe festivities provide an opportunity for our entire community to enjoy and participate of a day full of cultural activities, Ecuadorian cuisine and musical performances. Our goal is to unite our diverse Port Chester community through this festive day. Results from past events have been very positive.

Breakfast will be free to all attendees. Lunch will be sold; the money collected will cover the expenses associated with the cooks and park and equipment rentals. Breakfast will consist of coffee, milk, orange juice, bagels, croissants, muffins, and other pastries. The lunch menu consists of rice, pork, potato tortillas, shrimp cocktail, stewed beef, green salad, soda and water. We will not serve alcohol or permit alcohol consumption at this event.

It has been our good fortune to have built a good relationship with the Port Chester Recreation Department and we greatly appreciate your help in making a difference in the lives of the people of our community. Abendroth Park has proven to be the perfect place and great fit for this type of event. We remain hopeful that our confraternity will be able to use it again for this year's Virgin of Guadalupe festivities.

Thank you for your kind consideration of our request. We are looking forward to hearing from you soon.

Sincerely, 

The Confraternity of Virgin of Guadalupe

VILLAGE OF PORT CHESTER  
DEPARTMENT OF RECREATION  
914 - 939-2354

APPLICATION FOR USE OF PORT CHESTER PARKS

GROUP/CLUB  CONTACT NAME  Phone

ADDRESS  Cell Phone

Driver Licence #

TYPE OF EVENT:  Family Picnic  Reunion  Family Party  Sport practice or game  Employee Party  Other  
PARK:  Columbus  Recreation  Edgewood  Abendroth  Lyon

DATES & TIMES REQUESTED:

Date  From  To  Date  From  To   
Date  From  To  Date  From  To   
Date  From  To  Date  From  To

NUMBER OF INDIVIDUALS TO ATTEND  Will Private Security be retained?  Yes  No

If Children - Describe Supervision - Number of Adults to Children (eg 3/20)

FEEES (RAIN OR SHINE)

Description of facilities and equipment to be used:

YOU MUST SUBMIT: (20 days prior to event)

- Certificate of general LIABILITY INSURANCE in the amount of \$2,000,000.00 naming the Village of Port Chester as co-insured.
- Proof of residency.
- Separate \$100.00 REFUNDABLE DEPOSIT (dated for the day of the event). This deposit shall be used to defray any expense the village may incur for cleaning or damage resulting from the use of building/park grounds.

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Signature  Date

FOR OFFICE USE ONLY

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
FEE PAID: \_\_\_\_\_ CHECK # \_\_\_\_\_ DEPOSIT PAID \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

Signature of \_\_\_\_\_ Superintendent of Recreation  
Application sent: Date Sent \_\_\_\_\_ Initials \_\_\_\_\_  
To Park Maintenance \_\_\_\_\_  
To Police Department \_\_\_\_\_  
To Department of Public Works \_\_\_\_\_

Kral Krakowski, Heather

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**From:** Susan Anne Cosgrove [sacosgrove@pasternakwine.com]  
**Sent:** Monday, February 23, 2015 1:34 PM  
**To:** Krakowski, Heather  
**Subject:** Girl Scout Application for Lyons Park  
**Attachments:** Application for Lyons Park.pdf

Hi Heather,

Hope all is well!

The PC/RB Girl Scouts would like to reserve the some space in Lyons Park in front of the Girl Scout house for camping. This would be similar to what the Boy Scouts have done at Abendroth.

We anticipate a total max of about 25 people sleeping outside, maintaining an adult to child ratio of 1:4. We will of course be following Girl Scout guidelines regarding leader ratios in relation to outdoor camping certification which includes Red Cross First Aid/CPR certification, we have a Pediatric Registered Nurse "on staff". There will also be some girls/leaders sleeping inside the Girl Scout House. There will be minimal cooking in our established fire pit- probably just hot dogs & smore's as we will be having a potluck buffet.

As this is the first time we are planning a local event, the numbers are hard to estimate. We typically go PC/RB community camping 2x a year at a Girl Scout camping facility. If we are successful in obtaining approval for Lyon's park we can obtain the insurance coverage via Girl Scout Council.

Please let me know if you have any questions or if there are further details I can provide.

Thanks in advance for your help!

Sincerely,  
Susan-Anne Cosgrove  
Director of Public Relations  
Pasternak Wine Imports  
914.630.8214 Direct Line

VILLAGE OF PORT CHESTER  
DEPARTMENT OF RECREATION  
914 - 939-2354

APPLICATION FOR USE OF PORT CHESTER PARKS

GROUP/CLUB D.A.R. ~~DAAR~~ CONTACT NAME DONNA Phone 939-6530

ADDRESS \_\_\_\_\_ Cell Phone \_\_\_\_\_

Driver Licence # \_\_\_\_\_

TYPE OF EVENT:  Family Picnic  Reunion  Family Party  Sport practice or game  Employee Party  Other  
PARK:  Columbus  Recreation  Edgewood  Abendroth  Lyon

DATES & TIMES REQUESTED:

Date 3/17/15 From 12:30 To 12:45 Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

NUMBER OF INDIVIDUALS TO ATTEND  Will Private Security be retained?  Yes  No

If Children - Describe Supervision - Number of Adults to Children (eg 3/20) 5

FEEES (RAIN OR SHINE)

Description of facilities and equipment to be used: 15 m.w ceremony + maybe place a small wreath on small flags for Vietnam 50th ANNIV.

YOU MUST SUBMIT: (20 days prior to event)

- Certificate of general LIABILITY INSURANCE in the amount of \$2,000,000.00 naming the Village of Port Chester as co-insured.
- Proof of residency.
- Separate \$100.00 REFUNDABLE DEPOSIT (dated for the day of the event). This deposit shall be used to defray any expense the village may incur for cleaning or damage resulting from the use of building/park grounds.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ DATE: \_\_\_\_\_

FEE PAID: \_\_\_\_\_ CHECK # \_\_\_\_\_ DEPOSIT PAID \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

Signature of \_\_\_\_\_ Superintendent of Recreation

Application sent: Date Sent \_\_\_\_\_ Initials \_\_\_\_\_

To Park Maintenance \_\_\_\_\_

To Police Department \_\_\_\_\_

To Department of Public Works \_\_\_\_\_

**RECOMMENDED FEES (RAIN OR SHINE)  
Up to Five Hours**

Residents	50 People and Under	\$ 100.00
	50 - 100 People	\$ 225.00
	100 People and Over	\$ 600.00

Non-Resident	50 People and Under	\$ 250.00
	50 - 100 People	\$ 500.00
	100 People and Over	\$1,000.00

**Athletic Fields - Two Hour Use**

Lyon Park Baseball Field		
Resident		\$ 50.00
Non-Resident		\$ 200.00

Recreation Park Baseball Field		
Resident		\$ 50.00
Non-Resident		\$ 200.00

Abendroth Park Softball Field		
Resident		\$ 50.00
Non-Resident		\$ 200.00

Abendroth Park Soccer Field		
Resident		\$ 50.00
Non-Resident		\$ 200.00

Columbus Park Soccer Field		
Youth Resident		\$ 60.00
Youth Non-Resident		\$ 120.00
Adult Resident		\$ 90.00
Adult Non-Resident		\$ 180.00
Resident - Corporate		\$ 175.00
Non-Resident - Corporate		\$ 350.00

Edgewood Park	- Two Hour Use	
	<b>Baseball Field</b>	
Resident		\$ 50.00
Non-Resident		\$ 100.00
	<b>Soccer Field</b>	
Resident		\$ 50.00
Non-Resident		\$ 100.00

Requests by not for profit organizations may have fees waived for fund raisers. Special request to bring in equipment, i.e., tents, air castles, tables, chairs are subject to approval and additional fees.