



★ **Picnic Facility Rental Policies** ★

- Please review all of the policies listed in this document and keep for your reference
- By signing your Rental Application, you are indicating that you have read and agree to these policies
- A receipt for your reservation will be emailed to you. That receipt will serve as your permit

ELIGIBILITY - Proof of residency is required to qualify for residential rates and must be provided when the application is submitted (Con Ed or utility bill). The individual making the reservation must be present throughout the entire time of the picnic.

FEES - Full payment is required at the time of reservation. Those cancelling less than three (3) weeks prior to the scheduled rental will forfeit \$100 of the fees paid.

GROUP SIZE - Rental fees are based upon the number of people in your party. Attendants will confirm attendance by taking a head count. If your group size is larger than you indicated, you will be billed for the difference.

GROUP SIZE	FEE
Small events: up to 75 patrons	\$225 resident; \$350 non-resident
Large events: 76 to 150 patrons	\$425 resident; \$550 non-resident
WEEKDAY PICNIC (Monday – Friday)	\$175 resident; \$300 non-resident
OTHER RENTALS/PERMIT FEES	
Basketball Court (2 hours)	\$200 resident & non-resident
Field Permit (2 hours)	\$250 resident; \$375 non-resident
All Day Field Permit (10:00 a.m. – 6:00 p.m.)	\$700 plus staff OT if required
Tennis Courts (1 hour)	\$52.00 per court (<i>not available weekend mornings</i>)
Alcohol Permit	no fee; request required

TIMES & WEATHER POLICY

- Picnic hours vary due to the time of the sunset. **Rentals are available from 10:00 a.m. to ½ hour prior to sunset not to exceed 8:00 p.m.** To determine the sunset time for your event, please visit: www.sunrisesunset.com/ and click on “calendar” under New York.
- Picnics are held rain or shine; please be aware that when renting outdoor facilities there is a certain amount of risk (e.g., weather conditions).
- The use of the indoor facilities in the event of inclement weather is **not** permissible.

SPECIAL REQUESTS

- Rental equipment (e.g., tents or air castles, etc.) must be requested at the time of application and are subject to approval, require insurance certificate from the vendor and may require additional fees.
- **A Certificate of Insurance is required for all commercial rentals.** If Food Trucks are used, they are required to have insurance naming the City of Rye as the additional insured and provide their food truck license.
- Facilities are not permitted to be used by groups with the intention of charging fees. Requests by non-profit organizations to host a fundraiser must be noted, and will require special authorization.

ALCOHOL - Alcoholic beverages are limited to beer and wine (cans or plastic bottles only – NO kegs or bottles permitted), and are restricted to the picnic shelter areas. Alcoholic beverages are not permitted on the playing fields or playground areas, and may only be consumed by adults age 21 and over. No fees may be charged for alcohol served. One must request a permit to be authorized to serve alcohol at their event.

AMPLIFIED MUSIC – **NO amplified or loud music and/or the use of a PA system is permitted.**

PARKING - Parking is limited to designated spots only. If the main lot is full, street parking is permitted. Designated parking for individuals with disabilities is provided. A 10 minute drop-off period is allowed to unload supplies. Please do not obstruct service roads throughout the park. Be aware that department vehicles may be using the service roads during your function, and service roads also serve as access for emergency vehicles.

RESPONSIBILITIES OF THE INDIVIDUAL(S) RENTING THE PICNIC FACILITY

- Patrons are expected to clean-up the shelter and to leave the area in good condition. All decorations, signs, balloons, etc., should be removed. Please ask the attendant for additional plastic bags if needed.
- Groups and families are responsible for the conduct of their guests. Young children should never be left unattended.

FIELD USE & OTHER RECREATIONAL ACTIVITIES

- Field use requires a separate permit and additional fees. Permits for fields will not be issued more than a month in advance. Field use is subject to availability. Rye Recreation reserves the right to change field locations or times.
- Paid field reservations or league play will take preference over first-come, first-served use. Check with the attendant for the schedule. Tennis courts are only available on a **pre-paid reservation basis**.
- Corn-hole, bocce, volleyball & horseshoe areas are available, but are not intended for exclusive use of any one group. Equipment is available for your enjoyment of these activities, please sign out equipment with the attendant on duty. Proper use and care will assure that the equipment remains in good condition for the next user. All equipment must be returned before leaving the area. Please be considerate of all users.
- All equipment should be used with safety in mind and full regard for other park users and their activities. When the park is crowded or wet, certain activities should be restricted. Children should be supervised at all times.

OTHER IMPORTANT INFORMATION

- Please be aware that the park is open & available to other patrons. Your reservation only secures the picnic shelter, not surrounding grounds.
- Please be aware that at certain times of the summer, the bees are very active. The following are a few steps that can be taken to reduce their annoyance:
 - Cover all food and drinks. Keep lids on all containers.
 - Deposit all refuse in covered containers and/or remove from the area.
- Dogs are not permitted on the playing fields or in the playgrounds. **Dogs must always be on a leash**.
- NO confetti shall be used as decoration; please clean-up all broken water balloons if used

Gagliardo Park Rentals:

Due to the size of the park and its location, use of this park is limited to **residents only** living in the immediate area. Consideration of use by other residents will be given only when both facilities at Rye Recreation Park are booked. The shelter at Gagliardo Park is limited to 50 patrons; all picnic rules and regulations apply.

PARKING - When parking in the area (on the streets) around Gagliardo Park, please do not block private driveways. If using the municipal lot, do not obstruct emergency access to the field. **Motorized vehicles are not permitted inside the park at any time**.