



TOWN OF IRONDEQUOIT BUREAU OF RECREATION
154 PINEGROVE AVE., ROCHESTER, NY 14617
585-336-6070 - 585-336-6084 FAX

2018 CAMP EASTMAN RENTAL AGREEMENT
OFFICIAL TOWN COPY

Facility: _____ Date: _____
Day of Week: _____ Date: _____ Time: _____ am/pm to: _____ am/pm
Residency Verification: _____
Verification of renter's date of birth: _____ Staff initial: _____

All facilities close promptly at 9:45pm

Make-up of Group: Family Company Church School Civic Other: _____

If Group, Group Name: _____ Insurance received: _____
(if necessary)

Number of people expected: _____ Alcohol: Yes No Band or DJ: Yes No

Type of Event: _____

Name of Renter: _____

Address: _____

E-Mail Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Emergency Phone: _____

The persons whose name appears on this application hereby assumes liability for all damages done to shelter during the times listed above, its contents, grounds, equipment and supplies while occupying same and agree to identify the Town of Irondequoit for all said damages. Same person agrees to observe all rules, regulations and policies outlined in this agreement.

SECURITY DEPOSIT: A SECURITY DEPOSIT (**CHECK OR MONEY ORDER ONLY**) of \$50 security deposit is required at least two weeks in advance. Failure to provide required security deposit will result in your inability to use the facility. No security deposit will be accepted on the date of rental. The deposit will be returned to you long as the facility is left in good condition. Please see attached rules and regulations additional fees may be added for cleaning and/or repairs if needed. Town of Irondequoit staff will inspect each facility at the end of the evening and report any damages and/or additional charges that will need to be addressed.

REFUND POLICY: Refunds for facilities will be given only if notification is received twenty (20) calendar days in advance of event. A thirty-five dollar (\$35.00) processing fee will be assessed for all refund requests with written notification with 20 days prior notice. There will be NO REFUND for cancellations with less than twenty (20) days of the rental date.

RETURN CHECK FEE: A \$20 processing fee will be assessed for all checks returned to the Town for non-sufficient funds. Payable in by CASH ONLY at the Town Clerk's office at 1280 Titus Ave., Rochester NY 14617.

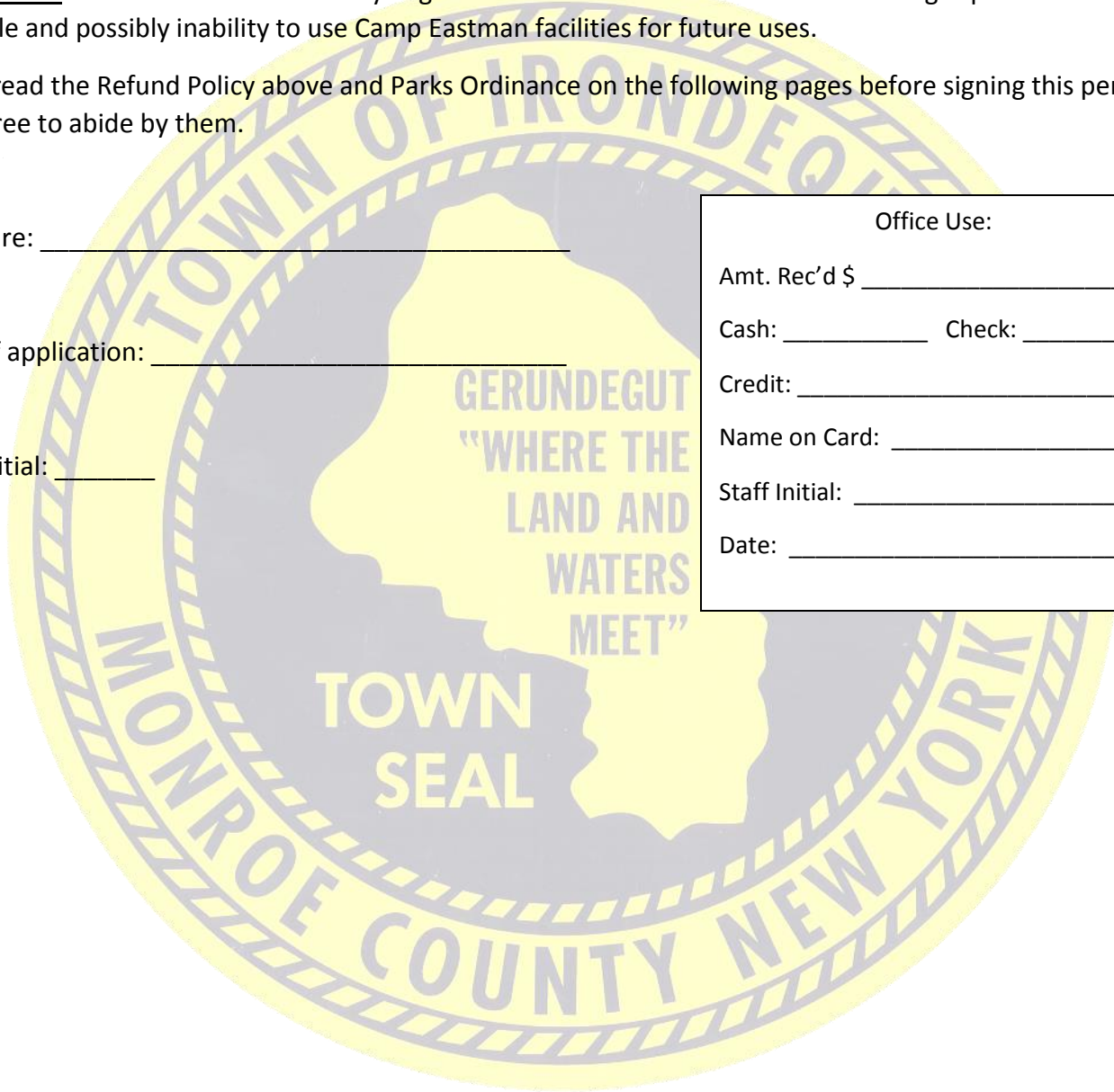
ATTENTION: Failure to leave the facility in good condition will result in additional charges per the attached fee schedule and possibly inability to use Camp Eastman facilities for future uses.

I have read the Refund Policy above and Parks Ordinance on the following pages before signing this permit and agree to abide by them.

Signature: _____

Date of application: _____

Staff initial: _____



Office Use:	
Amt. Rec'd \$	_____
Cash: _____	Check: _____
Credit: _____	
Name on Card: _____	
Staff Initial: _____	
Date: _____	



TOWN OF IRONDEQUOIT BUREAU OF RECREATION
154 PINEGROVE AVE., ROCHESTER, NY 14617
585-336-6070 - 585-336-6084 FAX

2018 CAMP EASTMAN RENTAL AGREEMENT CUSTOMER COPY

Facility: _____ Date: _____

Day of Week: _____ Date: _____ Time: _____ am/pm to: _____ am/pm

Residency Verification: _____

Verification of renter's date of birth: _____ Staff initial: _____

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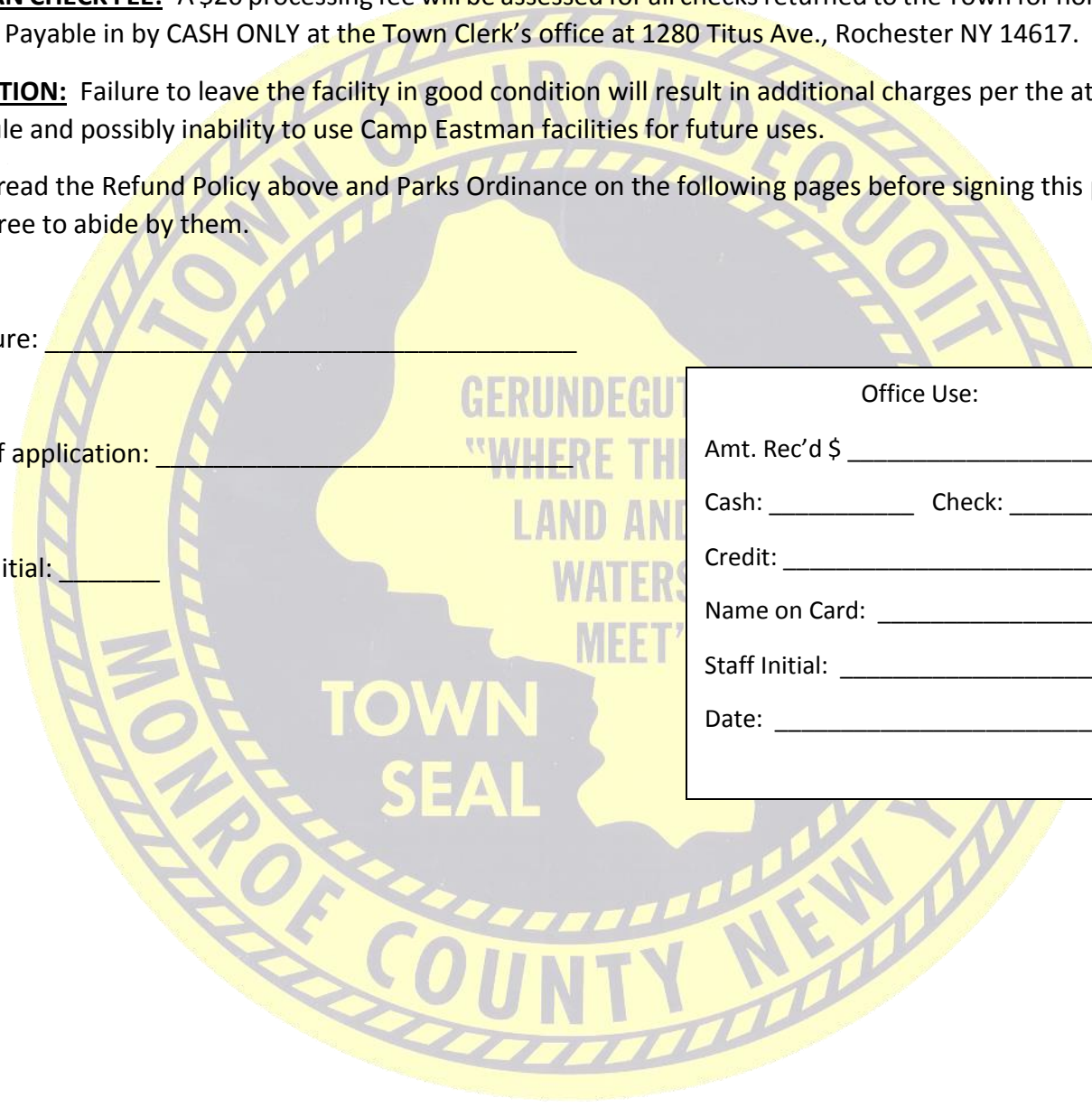
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TOWN OF IRONDEQUOIT BUREAU OF RECREATION AGREEMENT GUIDELINES

This permit is subject to the following rules and regulations. Violation of any of these rules and regulations will result in immediate cancellation of the permit.

1. This rental application not transferable and must be carried by the applicant when the facility is being used.
2. Applicant must be twenty-one (21) years of age or older to apply for a facility rental agreement and is responsible for those in attendance complying with minimum alcohol use law.
3. The Town of Irondequoit and staff reserves the right to determine to whom rental agreements are issued, to revoke said rental agreements, determines privileges for future rentals and has complete jurisdiction over all recreation and parks areas.
4. Parks facilities open at 10:00am and close at 9:45pm sharp. Facilities must be vacated no later than 9:45pm.
5. The person named as renter on application should be on the premises at all times and is responsible for leaving the park and recreation facilities in a clean and orderly condition. A security deposit of \$50 via check or money order is required two weeks prior to the event. A reminder will be sent to the registered renter.
Failure to vacate premises at 9:45pm will result in forfeiture of security deposit.
6. The use of this shelter is for family, church, school, civic or company use and is not to be used for personal gain or ticketed events.
7. Any persons or organization intending to erect a tent or canopy shall not exceed 10ft by 10ft. No more than one tent is permitted. In event of additional tents, you will be asked to remove any and all additional tents and forfeiture of your security deposit.
8. **Selling of alcoholic beverages in any Town facility is strictly prohibited.**
9. Offensive conduct by anyone in your gathering is grounds for revocation of the rental agreement and forfeiture of your security deposit. IE: Obscene language, public intoxication or behavior of this nature as deemed by the caretaker/groundskeeper and law enforcement.
10. Vehicles are to be parked in designated parking areas and not permitted on any part of playgrounds or grassy area. Access road along the cabins is available for unloading and loading vehicles as well as dropping off guests requiring assistance in case of mobility issues. All vehicles are to be parked in areas as dedicated specifically for parking.
11. The deposit or portion thereof will be kept if the facility is not cleaned after your use:
 - a. The shelter **must** be left in the state in which it is found.
 - b. All litter (trash garbage, including bathroom(s), etc. must be disposed of in the dumpsters located across from the parking lot.
 - c. All tables and chairs must be cleared of litter. Tabletops must be washed.
 - d. The floor must be swept and free of debris.
 - e. The kitchen area and restrooms must be free of matter brought in by the group and cleaned.
 - f. Stove top and oven cleaned, refrigerator, sink, and strainers must be washed.
 - g. Failure to vacate the premises at 9:45pm will be cause be cause for forfeiture of your security deposit.
 - h. Remove all decorations, tape and confetti and do not place balloons on outside park signs.

TOWN OF IRONDEQUOIT BUREAU OF RECREATION AGREEMENT GUIDELINES con't.

12. The Town of Irondequoit will not be liable for any injuries or liabilities incurred by users of facility.
13. Renter is responsible for providing their own cooking utensils, oven mitts, pots and pans, sponges, towels, dish soap, trash bags and cleaning supplies. Use of UL listed power strips or extension cords is permitted.
14. You are responsible for arranging provided tables and chairs as you wish **inside** the building. No tables or chairs are permitted to be taken outside of the building.
15. All activities must be supervised in common or surrounding grounds.
16. Domestic animals are not permitted on the grounds or in the buildings per Irondequoit Town Code 164.6(f). Service animals permitted only with proper documentation.
17. Amplified sound is NOT to be heard outside of the facility.
18. Please note that the shelters are **NOT** air conditioned and the thermostat is set at 68 degrees in the Winter months.
19. Pyrotechnics of any kind are NOT PERMITTED on the grounds.
20. Balloons are not permitted in buildings except by permit only and must be removed from the facility by renter when gathering has ended. Balloons not paid for in advance or that remain in the facility at end of event will be subject to forfeiture of deposit.
21. Children aged 12 and under must be supervised by a responsible adult using the splash pad and playground areas.
22. Decorations shall be attached in ways that do not damage the walls, paint, flooring. ALL adhesive materials (ie: tape, "sticky tack") must be removed from walls, light fixtures, tables, chairs and glass including windows inside and out, cabinets, refrigerator, trim work, mirrors,) prior to leaving at the end of your event. NO STAPLES, PINS, NAILS, DUCT TAPE, OF ANYKIND IS PERMITTED TO BE USED. SECURITY DEPOSIT WILL BE FORFEITED IN EVENT THESE ITEMS ARE USED.
23. Open fires are not permitted in the park. **Fire pits or the like of any kind are NOT PERMITTED IN THE PARK.**
24. Use of confetti, glitter and rice is strictly prohibited in all facilities and parks area.
25. **Good condition** is described as good physical condition with tables wiped down and pushed the perimeter of the exterior walls, chairs folded and returned to the chair rack, all trash including recycling and restroom removed from facility and placed in dumpster, cabinets emptied, floor swept, tape removed from walls, fixtures, windows, doors and frames.
- 26.
27. Signs are not permitted on Town property, with the exception of "Jack's Birthday Party: here signs. These shall not be attached to park signs and must be removed after event. Signs not removed at end of event may incur additional fees.
28. Bounce houses of any kind are prohibited.

IN EVENT OF EMERGENCY, PLEASE CALL 911

In event of a non-emergency, please call 585-336-6090 and leave a message with the answering service.

CAMP EASTMAN AMENITIES

KUSAK LODGE/CONFERENCE CENTER



Enclosed Lodge features:

Two Indoor Restrooms

Full Size Stove and Microwave

Refrigerator with freezer

15 Tables/Seating for 70 guests in Kusak Lodge

17 Tables/Seating for 80 guests in Conference Center

Two Stationary Charcoal Grills

ROTARY/VETERANS/KIWANIS CABINS



Enclosed Lodge features:

One Indoor Restroom

Full Size Stove and Microwave

Refrigerator with freezer

15 Tables/Seating for 60 guests

Two Stationary Charcoal Grills

PARK AREA AMENITIES:

Playground Area & Green Space for Activities

Splash Pad (Memorial Day to Labor Day)

Nature Trail & short walk to Lake Ontario

Outdoor Restroom Facility



AMENITIES NOT PROVIDED:

Table Covers & Serving Utensils

Cookware (Pots and Pans)

Dishwashing items including dish towels

Coffee pot and accessories

Charcoal and grill accessories

Picture/Banner hanging materials

2018 CAMP EASTMAN FACILITY RENTAL RATES

KUSAK LODGE AND WAYNE SPIES CONFERENCE CENTER

<u>Rental Time</u>	<u>Day(s) of the Week</u>	<u>Resident Rate</u>	<u>Non-Resident Rate</u>
10:00am-9:45pm	Sunday-Saturday	\$205 Full Day	\$240 Full Day
9:00am-3:00pm	Monday-Thursday	\$175 Partial Day	\$210 Partial Day
4:30pm-9:45pm	Monday-Thursday	\$155 Partial Day	\$190 Partial Day
4:30pm-9:45pm	Friday	\$180 Partial Day	\$215 Partial Day
<u>Holiday Rates</u>		\$240 Per Day	\$250 Per Day

Holidays include Good Friday, Easter Sunday, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Black Out Dates: Friday, August 17th through Sunday, September 30th.

ROTARY, VETERANS AND KIWANIS CABINS

<u>Rental Time</u>	<u>Day(s) of the Week</u>	<u>Resident Rate</u>	<u>Non-Resident Rate</u>
10:00am-9:45pm	Sunday-Saturday	\$185 Full Day	\$220 Full Day
9:00am-3:00pm	Monday-Thursday	\$155 Partial Day	\$190 Partial Day
4:30pm-9:45pm	Monday-Thursday	\$135 Partial Day	\$170 Partial Day
4:30pm-9:45pm	Friday	\$160 Partial Day	\$195 Partial Day
<u>Holiday Rates</u>		\$240 Per Day	\$250 Per Day

Holidays include Good Friday, Easter Sunday, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Black Out Dates: Sunday, September 1st through September 17th.

Important Reminders:

Security deposit is required two weeks prior to rental date. Failure to remit security deposit will result in cancellation of reservation and the facility remained locked.

All indoor furniture is required to stay indoors.

No animals permitted in Camp Eastman with exception of "licensed" service animals with appropriate paperwork.

Splash Pad is open to the public starting Memorial Day through Labor Day, weather dependent.

Amplified sound is not to be heard outside of facility.

Failure to clean facility prior to departure will result in loss of Security Deposit.

ITEMS YOU MAY WANT TO BRING WITH YOU...

1. Extra trash bags. We will provide you with some trash bags, however, you never know how many you will really need.
2. Serving utensils.
3. Coffee pot and all items you feel you need.
4. Dishwashing items including dish soap, sponges, dish towels, etc.
5. Table coverings: Five foot oblong for Conference Center and Cabins. Kusak uses five foot round coverings along with five foot oblongs for serving tables.
6. UL listed power strips and/or extension cord(s).
7. Having a child's birthday party? Consider purchasing a plastic table cloths or tarp to place on the floor under the chair or highchair. You can simply wrap it up and toss it in the dumpster that is located across from the parking lot.
8. Painters tape to display photos or signs, etc. Be mindful of "sticky tack" style adhesives as they may remove paint from the walls or leave stains on the paint.
9. Charcoal, lighter fluid (etc.) for grill. You will be responsible for proper disposal of hot ashes.