



Department of Parks & Recreation  
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## Pavilion Use Permit Application

This form is used to reserve a pavilion at one of the Town of Malta parks. Parties of 15+ people are required to reserve a pavilion. Parties of 200+ people or those requesting special amenities such as bounce houses, tents, etc. are required to apply for a Special Event Permit.

### Instructions for Applying for a Pavilion Use Permit

- Please fill out the application completely and review the attached Town Code regarding the rules and regulations.
- Pavilion A is available for reservation two times a day at either the Malta Community Park or the Shenantaha Creek Park. Pavilion A accommodates approximately 100 people seated.
- Pavilion B is not available for reservation and must remain open for public drop-in use.
- At all times, Town parks are open to the public regardless of a scheduled reservation.
- Malta Community Park reservations are limited to 100 people.
- Town facilities are scheduled on a first come, first serve basis and dates cannot be held. In order to reserve a facility, you must fill out the appropriate application, provide the required fees and documents and abide by the policies contained therein.
- If the event exceeds 200 people, a special event permit is required. For large scale events of 500 or more people, a mass gathering permit is required.
- Alcoholic beverages are not permitted in Town parks.
- All Town parks are carry-in/carry-out facilities. The permitted person is responsible for all litter, debris and trash for reservation event. The permitted person is responsible for providing all trash receptacles and/or dumpsters for the reservation. All litter and debris must be removed the same day and after the culmination of the reservation.

### PERMIT FEES

Fees are established to cover costs to the Town for the additional wear on the parks. All events held at the Town Parks are under the rules and regulations promulgated under Section 117 of the Town Code of the Town of Malta Parks. Fees are for one reservation which is one time frame per day. **All fees are non-refundable.**

Malta Resident Fees		Non-Resident Fees	
Up to 100 people	\$50	Up to 100 people	\$100
101- 150 people	\$75	101- 150 people	\$125
151-200 people	\$100	151-200 people	\$150

**PAVILION RESERVATION REQUIREMENTS:**

- 1. completed application;
- 2. reservation fee;
- 3. deposit check of \$250;
- 4. proof of insurance or Certificate of Insurance (please see number 24 of the Town Code)
- 5. Applications for permits may take up to 48 hours to process.

**Check the facility you are requesting to reserve:**

Malta Community Park **Pavilion A:**       10:00am - 2:00pm       3:00pm – 7:00pm

Shenantaha Creek Park **Pavilion A:**       10:00am - 2:00pm       3:00pm – 7:00pm

Organization Name \_\_\_\_\_ Event Name \_\_\_\_\_

Permit Holder/Person Responsible \_\_\_\_\_ D.O. B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail: \_\_\_\_\_ Purpose of Use \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Hours \_\_\_\_\_

Approximate Number Attending \_\_\_\_\_ Event being catered?  Yes  No (Provide cert. of insurance from caterer.)

**This application must include reservation fees, deposit and proof of insurance in order to be processed.**

I have read and understand the **Rules, Regulations and Fees Promulgated Under §117 of the Town of Malta** for the use of the Town parks, a copy of which attached hereto and agree to comply with the rules and policies therein. I understand that the rental fee is for the use of **ONE PAVILION** and is non-refundable. I acknowledge that the Town parks are public facilities and open to the public during the time of my event. I also understand and agree that the \$250 deposit will be refunded only if all of the terms and conditions of the Town Rules, Regulations and Fees and the Field and Facility Use Permit are met satisfactorily and the facilities are left in good condition. As the Permit holder, I hereby pledge to conform to all of the Rules, Regulations and Fees established by the Town of Malta governing the use of all Town facilities and accept full responsibility for any damage caused by those attending my gathering.

**ASSUMPTION OF RISK:**

The Town of Malta will not be liable for any claims for injury or damages resulting from or arising out of the use of the Town’s parks or facilities. The Permit holder agrees to indemnify the Town and hold it harmless against any and all such claims, damages, losses and expenses, including reasonable attorney’s fees, as a result of the Permit holder’s gathering. This provision is intended by the parties to be broadly interpreted so as to accomplish the goal of relieving the Town from any cost or liability associated with the Permit holder’s gathering.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please make separate checks (2) payable to the Town of Malta for (A) the security deposit and (B) the rental fee. NOTE: Allow 48 hours for processing and approval.**

**FOR OFFICE USE ONLY: PERMIT#** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Certificate of Insurance** \_\_\_\_\_ **Authorized by** \_\_\_\_\_

**Reservation Fee Received** \_\_\_\_\_ **Deposit Received** \_\_\_\_\_ **Deposit Refunded** \_\_\_\_\_ **Date Refunded** \_\_\_\_\_

Maintenance Report:

## Rules, Regulations and Fees Promulgated Under §117 of the Town of Malta

To enhance and promote the safety, well-being and enjoyment of the **Malta Town Parks, Open Spaces and Trails**, the following rules, regulations and fees are promulgated under **§117-1 of the Town Code of the Town of Malta Parks**, which include its linear parks, are hereby adopted:

1. Groups, organizations and individuals using the parks or facilities will comply with the laws of the United States, State of New York, County of Saratoga and the Town of Malta.
2. The Town parks and trails are open in the summer from 7:30 am to sunset.
3. The Luther Forest Athletic Fields are available at 7:00 am for tournament play.
4. The Town parks are available for use in the winter from 7:30 am to 4:30 pm for snowshoeing and cross-country skiing.
5. Town parks and trails are not open for equine, snowmobile or ATV use.
6. Trespassing after hours is prohibited and violators will be prosecuted.
7. The Zim Smith Trail and use is governed by the Saratoga County Economic Development Committee.
8. Children shall be adequately supervised at all times. Persons having custody or control of a minor shall be responsible for any violation of a Rule or Regulation of said minor.
9. Alcoholic beverages including beer, wine, wine coolers, liquor or other intoxicating beverages, are not permitted in the Town parks or on the trails at any time.
10. Grills are provided at the Malta Community Park and Shenantaha Creek Park for public use. Additional grills are not allowed in the parks.
11. Pets are not allowed in the Town's active recreation areas such as the Malta Community Park and the Shenantaha Creek Park or on playing fields.
12. Leashed pets are permitted on all Town trails and Town owned passive/open space areas.
13. Dogs are allowed to be off leash in the designated open space field area located at the Town of Malta Ecological Park.
14. Leashed dogs are allowed at Town sponsored events such as Malta Community Day.
15. All animal waste must be removed by the owner from the grounds.
16. Owners are subject to Chapter 52 of the Town Law [Dogs and Other Animals Running at Large \(§ 52-1 — § 52-10\)](#)
17. No littering is allowed in Town parks or on the trails. Littering is a basis for expulsion from the park and trails and denial of future access to Town facilities.
18. No loud or excessive noises may take place which may reasonably disturb other users of the facility or its neighbors.
19. No person shall solicit contributions, nor offer to sell or exchange any article or thing, nor buy any article or thing, for any purpose whatsoever, within any of the Town facilities, except by permission of the Town of Malta.
20. No unauthorized motorized vehicles are allowed in the parks or on the trails, except in areas provided for ingress and egress, and areas provided for parking of vehicles.
21. No skateboards or roller blades are allowed on the tennis courts or areas provided for parking without written permission from the Town of Malta.
22. No hunting, firearms, weapons, bows and arrows, guns (including paint ball guns, BB guns, air rifles, pellet guns and muzzle-loaded weapons), etc. are allowed on any Town property.
23. No golfing, including the driving of golf balls, is permitted.
24. The Town Board of the Town of Malta may set procedures, rules and fees for the use of Town parks by resolution, and may from time to time amend the same by resolution.
25. Town park pavilions may be reserved as follows:
  - Groups of 15 or more are required to reserve a pavilion. A Pavilion Use Permit is required to reserve Town park pavilions.
  - Authorized personnel of the Town of Malta, the New York State Police or the Saratoga County Sheriff may revoke a Permit if it is determined by such an authority that the application contained any misrepresentation or false statement, or that any of the rules or regulations governing this Permit are not being complied with, or that the safety of the patrons or visitors to the facility is endangered by the Permit holder's gathering. If this happens, the rental and deposit fees will not be refunded.
  - The Permit holder agrees to assume all liability for any damage done to any Town of Malta property as a result of the Permit holder's gathering. For businesses, a certificate of insurance must be provided in the minimum amount of \$1,000,000 liability naming the Town of Malta additional insured. This requirement cannot be waived for a business. The requirement of naming the Town of Malta additional insured may

be waived when the applicant is an individual and not a business, but that individual must supply the Town with a copy of his homeowner's or renter's policy in a form acceptable by the Department of Parks & Recreation. The policy must carry a minimum amount of \$300,000 in liability coverage.

- The name of the insured and the payee must be the same as the individual or group that is on the Field and Facility Use Permit.
- If an event is catered, the caterer must supply the Town with a certificate of insurance in the minimum amount of \$1,000,000 liability, naming the Town of Malta additional insured.
- Pavilion rentals are seasonal and are available from 10:00 am – 2:00 pm or from 3:00 pm – 7:00 pm daily.
- The fees are non-refundable, rain or shine.
- Fees are for the use of one pavilion and does not give the applicant exclusive use of the park or the other park facilities. These public facilities are open to the general public during normal operating hours.
- A \$250 deposit is required, which will be refunded if the facilities and grounds are left in good condition and all of the terms and conditions are complied with.
- Applications for permits may take up to 48 hours to process.
- The applicant is required to carry out all trash resulting from the event or the security deposit will not be refunded.
- All rentals must be completed by 7:30 pm and all attendees of the Permit holder's gathering must leave the facility and the park by sunset.
- The permit holder is required to sign an assumption of risk for reserving any Town facility.
- The permit holder must carry a copy of this permit during the event in case proof of the reservation is needed.

26. Any event conducted in a Town of Malta park that has over 200 people, requires Town staff and/or uses outside vendors such as bounce houses, tents, dunk tanks, stages, bleachers, etc., requires an approved Outdoor Special Event Park Permit. Permit applications are available at the Department of Parks Recreation & Human Services Department.

Neither the loss of the security deposit or the collection of damages, or both, will prohibit the prosecution by the Town of any person for a violation of a rule or regulation, State or local law, ordinance, rule or regulation.

A violation of these Rules or Regulations is an offense under §117-3 of Chapter 117 of the Laws of the Town of Malta, subjecting the offender to conviction of a violation and, upon conviction thereof, to a fine of no more than \$250 or imprisonment for not more than 15 days, or both.