



SPECIAL EVENT PARK PERMIT

Outdoor Special Event Park Permits are required for any event (for recreational, cultural, entertainment or community purposes) that will be conducted in a Town of Malta Park that meets one or more of the following criteria:

- **is over 200 people,**
- **requires Town staff,**
- **uses outside vendors such as entertainment, pony rides, live music, concessions, etc.**
- **includes temporary structures such as bounce houses, tents, dunk tanks, stages, bleachers or port-a-lets etc.**
- **Bounce houses are required to be provided by a commercial vendor with approved insurance naming the Town additional insured.**

Instructions for Applying for an Outdoor Special Event

- Read the application thoroughly.
- Complete the Special Event Permit Application.
- Provide all information in a narrative format that is requested on page 4.
- Return a site map (if required), narrative and appropriate fees with the application to the Town of Malta Department of Parks, Recreation & Human Services.
- If you feel that some details requested do not pertain to your event, please discuss why.
- 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 and abide by the policies contained therein.
- If you are requiring the reservation of a pavilion for your event, you must complete the section of the application and note the hours of use. Only Pavilion A is available for reservation. At all times Pavilion B must be left open for drop-in public use.
- After review, applications are either approved or rejected and a permit is issued only after all required permits and documentation have been received and all applicable fees have been paid.
- Call the Department of Parks and Recreation at 899-4411 at least seven days in advance to schedule any required inspections or personnel.
- If this is a large scale event of 500 or more people, a mass gathering permit is required. Mass gathering permits can be obtained by contacting the Town of Malta Building and Planning office at 899-2685.
- 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.

DETAILS

With this application, a detailed map and report is required to ensure that all requirements are addressed. The map shall indicate the following.

- Locations and size of tents/structures, portable toilets, dumpsters, etc.
- The layout of parking areas including the means of ingress and egress to the parking and site and areas of ingress and egress for service and emergency vehicles .

The report shall provide the following information.

- The method of disposing garbage, grease and clean up after the event.
- The method and manner in which water will be supplied, stored and distributed.
- The safest and best means of traffic control.
- What arrangements have been made for medical and first aid facilities .
- What arrangements have been made for security and fire service .

ALCOHOL IS NOT ALLOWED ON TOWN GROUNDS INCLUDING PARKS AND TRAILS.

TENTS/STRUCTURES

- The New York State building and fire Codes regulate the construction and placement of tents, canopies, shelters, platforms, stages, reviewing stands, bleachers, etc. A building permit may be required. Call the Building and Planning Department at 899-2685 for permit and other information.
- UFPO must be contacted to mark underground utilities. Call 1-800-962-7962 in advance of planning your event.
- All tents and structures must be inspected and approved by the Town.
- All tents must be secured at all corners. No tents may be staked into asphalt/concrete.
- No tent may be erected in front of a building used as a place of public assembly, within 15 feet of a fire hydrant or in any way obstructing any building exit, doorway, pathway street, sidewalk, building or walkway.

FOOD SALES

- The event organizer is responsible for following all rules and regulations regarding any food preparation and service as established by the New York State Health Department. Contact the New York State Health Department at (518)793-3893 for any questions regarding health inspections and procedures.
- All permits must be clearly displayed in all food booths.

PORTABLE TOILETS

- It is the responsibility of the event organizer to provide adequate facilities. For events that anticipate more than 225 people, additional porta-johns must be provided for every 75 anticipated attendees. Porta-johns must be removed within 24 hours after the event or a \$50 a day fee will be charged to the security deposit.

SANITATION

- All Town parks are carry in and carry out facilities.
- The event organizer is responsible for all litter, debris and trash both during and after the event.
- The event organizer is responsible for providing all trash receptacles and/or dumpsters for the event.
- The event organizer is responsible for arranging for the proper disposal of grease for the event.
- All litter and debris, etc., must be removed the same day of event.

PERMIT FEES

At all times, Town parks are open to the public regardless of a scheduled event. Fees are established to cover additional costs to the Town for personnel, extra work required after large events and additional wear on the Town parks. All events held at Town Parks are under the rules and regulations promulgated under Section 117 of the Town Code of the Town of Malta Parks.

Permit fees and deposits are required at the time of application.

Fees are non-refundable, rain or shine

*** NOTE: Groups of 100 and larger are not allowed at the Malta Community Park.**

| Malta Resident | | Non-Resident | | Additional Fees | Required Deposit |
|------------------|-------|------------------|-------|--|---|
| | | | | Park Staff \$50 per hr Inspectors \$50 per hr | \$500 Deposit |
| Up to 300 People | \$200 | Up to 300 People | \$300 | *All fees are per hour or any part thereof | Cashiers or Bank <i>Check made payable to: The Town of Malta</i> |
| 301 - 400 | \$225 | 301 - 400 | \$325 | | |
| 401 - 500 | \$250 | 401 - 500 | \$350 | | |
| | | | | *All fees are non-refundable. | Will remain on file until culmination of the event. |

Date(s) of Event _____

Time Event will Begin _____ Time Event will End _____

Set-up will Begin _____ Clean Up/Take Down will End _____

Pavilion A Reservation Requested Times for Pavilion Reservation _____

NOTE: *All events must end prior to Town parks closing at sunset.*

TERMS OF AGREEMENT

As the applicant, I hereby accept and understand the responsibility to oversee all contractors, vendors or parties affiliated with the event and to ensure compliance with all policies, rules and regulations, and guidelines of the Town of Malta Department of Parks and Recreation Department and the regulations listed below. I understand that the permit is non-transferable and non-refundable.

- A completed special event application must be submitted a minimum of 60 days prior to the event.
- A certificate of insurance naming the Town additional insured for a minimum of \$1,000,000 must be provided for the event and all vendors 30 days prior to the event.
- Alcoholic beverages are not allowed on Town property.
- Cash-valued merchandise may not be sold without written permission from the Town.

I have read and understand **§117-1 of the Town Code of the Town of Malta Parks**, which is attached hereto, and agree to comply with the rules and policies therein. I also understand and agree that the deposit will be refunded only if all of the terms and conditions of the **Town Code and the Special Event Permit** are met satisfactorily and all the facilities are left in good condition. As the official designee of the permit holder, I hereby pledge to conform to all of the regulations and policies established by the Town of Malta governing the use of Town parks and accept full responsibility for any damage done by those I represent.

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 facilities. The permit holder agrees to indemnify the Town and hold 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.

Signature

Company/Organization

Date

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.