

TARRYTOWN RECREATION DEPARTMENT  
238 West Main Street  
Tarrytown, NY 10591  
914-631-8347  
[recreation@tarrytowngov.com](mailto:recreation@tarrytowngov.com)

**2024 EMIL GALASSI PAVILION AT PIERSON PARK PICNIC RESERVATION REQUEST FORM**

Name of Organization: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Organization: Youth \_\_\_\_\_ Adult \_\_\_\_\_ School \_\_\_\_\_ Corporate \_\_\_\_\_ Other \_\_\_\_\_

**RENTAL FEE: Tarrytown Resident - \$300 Non-Resident - \$600**

The rental fee is due no later than **7 days prior** to your event. ***AN ADDITIONAL \$300.00 REFUNDABLE DEPOSIT*** is due **at the time of registration** to hold the date. If the event is *cancelled by the rentee*, a **\$100.00** service charge will be deducted from the deposit. Rentee is expected to read and comply with all rules set forth in the attached "Terms of Use" document. In the event the rentee violates any of these rules, the entire **\$300.00** deposit will be forfeited. Please allow up to 15 business days after event for deposit to be refunded. The Recreation Department reserves the right to deny and/or cancel any rental request for any reason, including inclement weather.

PURPOSE OF EVENT: \_\_\_\_\_

BRIEF DESCRIPTION ABOUT EVENT: \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_ ANTICIPATED ARRIVAL TIME: \_\_\_\_\_

**PLEASE NOTE: PICNIC PAVILION RENTAL TIME IS 11:30AM UNTIL 7:00PM**

INSURANCE ON FILE (i.e. inflatable air rides): Yes \_\_\_\_\_ No \_\_\_\_\_

**WAIVER OF LIABILITY**

I HEREBY AGREE TO HOLD HARMLESS THE VILLAGE OF TARRYTOWN, THE BOARD OF TRUSTEES THEREOF, THE AGENTS, EMPLOYEES AND VOLUNTEERS FROM ANY CLAIM WHATSOEVER, FOR PROPERTY DAMAGE OR PERSONAL INJURY THAT I OR ANYONE ELSE MAY SUSTAIN AS A RESULT OF PARTICIPATION AT A RECREATION EVENT IN THE VILLAGE OF TARRYTOWN. I HAVE READ AND AGREE TO THE GUIDELINES FOR USE.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**PLEASE RETURN TO THE TARRYTOWN RECREATION DEPARTMENT AS SOON AS POSSIBLE.**

Your request for the above is: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Dan Walczewski, Recreation Superintendent \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY: Deposit Paid _____ Date _____
Balance Due _____ Date Paid _____

# Village of Tarrytown

## Parks & Recreation Department

### TERMS OF USE

#### Emil Galassi Pavilion at Pierson Park

- The designated picnic area is the Emil Galassi Pavilion and the seating and tables around the tree area. Signage is up in areas of rental.
- The designated picnic area **opens @ 11:30 AM**. Arrival prior to the opening time of 11:30 AM to set-up the area is **NOT permitted**. This is to allow staff to properly prepare the picnic area for the event/gathering.
- Picnics **must end and be cleared out by 7:00 PM**. The pavilion/picnic area needs to be completely cleaned by that time.
- The site must be left in the condition it was found in prior to use.
- Garbage must be placed in plastic bags and tied securely. Park Staff will periodically collect any bags that are full or are reaching capacity.
- Alcohol is permitted in only the designated area and all alcoholic beverages must be consumed from cups and not directly from bottles or cans.
- All Village parks are smoke and vape free areas. Please remind guests
- The park bathrooms are available to all park goers.
- Cooking is only permitted in the designated area where the grills are provided.
- Catered food and food trucks are allowed. Trucks must be in the designated area and **NOT** parked on grass. Permit & fee is **required** from the Village Clerk for caterers or food trucks if additional food will be sold to public/general park goers.
- Electrical outlets are available on the posts in the pavilion. We do ask that all music is kept a reasonable level to respect other park goers and nearby homes.
- Any decoration must be hung with tape and removed at the end of the picnic.
- Outside entertainment (e.g. bouncy castles) need to secure insurance naming the Village as additional insured to limits of at least \$2 million in order to be used in the park. Insurance documents must be received 1 week prior to picnic. Outside entertainment must use/bring their own power source (e.g. generator).
- Vehicles can off load supplies in the alleyway between the recreation and senior center, but must be moved and parked in a normal parking spot during the event.
- Only Village of Tarrytown residents are allowed to park in **LOT E** with a valid Recreation Parking sticker on their vehicle. All non-Village of Tarrytown residents/non-sticker holders **MUST** park within a numbered parking space and pay the hourly meter. Those who do not follow these guidelines will be subject to a parking ticket.
- Water guns and water balloons are **NOT** permitted at picnics.
- All gender reveal devices (i.e. glitter, confetti, smoke, etc.) are **NOT** permitted

I have read the above information and shall fully comply with all rules and regulations of the Village of Tarrytown Emil Galassi Pavilion at Pierson Park.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_