

**ROELIFF JANSEN PARK WEDDING/EVENT
POLICIES AND GUIDELINES**
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We are very pleased that you are considering the Roeliff Jansen Park for your special event. This beautiful park is owned by New York State and is managed by the Town of Hillsdale and community volunteers. We hope that the following policies will help you to decide on this unique setting.

WEDDING/ EVENT LOCATIONS: Events may be held in the Hilltop Barn. The dimensions of the space are 40'x 96' open on 2 sides with the longest side facing south. There is an adjoining enclosed area which can be conveniently used by caterers. In the event of rain, we have clear plastic "tent flaps" that can be attached to posts on both of the open sides. If you prefer not to have your ceremony in or next to the Hilltop Barn, there are two separate ceremony locations in the park. The "Overlook" location has a panoramic view of the area and can be used with the understanding that no trails will be closed and all evidence of the ceremony must be removed immediately. The second site, "Stream" location is below the Hilltop Barn behind the big hay barn. It is a more private area with no trails nearby. The ceremony location must be specifically arranged with a park representative and noted on permit.

MAKING A RESERVATION: In order to reserve for your event, a meeting with a Park Representative needs to be set to walk the locations and discuss the wedding/ event policies. When a tentative non-holiday weekend date and time is set, the reservation will be held for two weeks to allow for receiving deposit and signed Wedding/Event Permit, which will finalize the reservation. If the tentative reservation is not finalized within two weeks the date will be released for other events. All outstanding fees and permits must be in-hand prior to the event. Exceptions to the standard procedure will be on an individual basis.

2016 SCHEDULE OF FEES: \$2000 for a six-hour period of event plus additional time required for set up and clean up. Set up time may begin the morning of the event. The permittee or an event representative must be present to receive and sign for delivery. Any exceptions or other requirements must be noted on the Wedding/Event Permit.

Fee includes the rental of the location and a Wedding/Event permit. All other materials and requirements (i.e. tent, tables, chairs, portable restrooms, parking attendant, set up & clean up) are the responsibility of the permittee. Rain panels will be supplied by park and installed will take place no less than 4 hours prior to event by park employee and a designated person by wedding party.

DEPOSIT REQUIREMENTS: \$500 deposit on rental is due at the time of signing permit. In addition to the rental fee of \$2000, there is a \$500 "Damage and Morning after Inspection" deposit required and is due at the time of final payment (two months prior to event).

Understanding that a dimly lit post-event clean up may not allow caterers or cleaners to look at the surroundings from a park management point of view (liter away from barn area where there is little light, a broken glass that someone could step on, cigarette butts etc), there will be an inspection early in the morning following the event to check the premises. If any further cleanup is needed, the hourly rate for this service will be \$175 per hour. If any damage has been sustained, we will get in touch with you immediately for an inspection and assessment.

The "Damage and Morning After Inspection" deposit will be returned after event if no damages are incurred minus any early morning cleaning costs. Following the event, this check will be issued at the Hillsdale Town Board meeting which take place the 3rd Tuesday of each month.

CANCELLATION POLICY BY PERMITTEE: In the event of a cancellation, fees are refundable (less deposit) on the following scale: 100% (less deposit) up to three month prior to wedding/event. 50% (less deposit) up to two (2) months. 25% (less deposit) one (1)month prior to the event/wedding. 0% (less deposit) week of wedding/event.

CANCELLATION OF EVENT BY THE PARK: The permits may be revoked and the wedding/event cancelled at any time if any New York State Office Parks, Recreation and Historic Preservation rules or regulations are violated by anyone involved in the wedding/ event. The permits may be revoked and the event cancelled at anytime if procedures outlined in the permits are violated by those involved with the wedding/ event. The return of fees is subject to negotiation. The deposit is non-refundable. The permits may be revoked and the event cancelled in the event of the Park being closed, if site, federal or state security is deemed in jeopardy, a natural disaster or an “act of God.”

INSURANCE: A liability insurance rider (to homeowners or renter’s insurance policies) is required in the amount of one (1) million dollars by the permittee . The Certificate of Insurance must name the people of the State of New York, New York State Executive Department, Office of Parks, Recreation and Historic Preservation and the Town of Hillsdale as additional insured. A Roeliff Jansen Park Wedding/Event Hold Harmless Agreement must also be signed by permittee(s).

PARKING: For events taking place before 5 pm with 150 or more people, the permittee must provide car parking organizers to assure safe and organized parking procedures. The park parking lot holds 60 cars- no overflow parking is allowed on grass or restricted areas unless prior agreement with park manager. For events taking place during the day, six parking spaces will be reserved in parking lot for park visitors not associated with your event. Rented buses for your event will be parked in an agreed upon space.

CATERER: Caterer will provide all necessary equipment including cook tent and supplies and will have a caterer certificate of insurance. Catering area will be located at the west end of the Hilltop Barn (see map) and can make use of the inner area of the Hilltop Barn for prep. Arrangements for Harvest Barn will be separate.

PORTABLE RESTROOM: Company providing service will provide either Porto lets, or a Porto let trailer or similar vehicle. These temporary restrooms will be located at the west end of the Hilltop Barn where water and electricity are available for the outdoor hook up. For Harvest Barn event, a separate arrangement will be made. Delivery must be no sooner than the weekday before the event and pick up no later than the weekday after the event.

PERMITS/AGREEMENTS REQUIRED

- RJP Wedding/Event Permit
- Liability Insurance Rider
- Caterer Certificate of insurance
- Hold Harmless Agreement

MUSIC: Permitted. Events here are in a small rural community and because of the park’s valley location, any noise is magnified. Consideration of our neighbors is of utmost importance to the park. Sound levels of amplified music must not exceed allowable maximum levels. All music must be terminated by midnight.

EQUIPMENT and CLEAN UP: All equipment must be removed the same day of the event unless otherwise specified in the permit. Equipment such as chairs, baskets, altars, etc. must be broken down, packed/stacked neatly for removal the day of or agreed day after the event. No food or

any other trash may be left in the barn or on the premises after the event has ended. All decorations including flowers are part of the same day clean up. It is the responsibility of permittee to arrange for the cleanup and removal of all trash.

SMOKING: While the park has a no smoking policy, for the duration of your event, smoking will be permitted in a designated area. The Park will provide 2 galvanized buckets with sand for the smoking receptacles. Please encourage your guests to use these receptacles to avoid post event clean up charges.

SAFETY: Candles, fireworks, sparklers and any open fire, except for catering purposes, are not permitted. Votive candles may be used on tables. Permittee shall promptly report any and all unusual incidents directly to the on site Park Representative or call the designated park representative if one is not on site. Unusual incidents include, but are not limited to, damage to park property, accidents, personal injuries, and emergencies involving medical personal. A fire extinguisher is located in the Hilltop office.

EVENT PARAMETERS

- Alcoholic beverage service must end at 11 pm. No alcohol may be sold from the bar to be carried out.
- For environmental considerations, balloons, confetti and rice are not allowed. Please feel free to use birdseed and flower petals as alternatives. Balloons are allowed to be attached to the park entrance sign indicating the event.
- As our open sided barns are not able to be locked, the permittee will assume all responsibility for items left unattended, before and after the event. An enclosed area of Hilltop Barn has a lock and a limited number of items may be kept there in advance of the event.
- The park remains open from dawn to dusk for the public. While we will provide signs asking park visitors to use alternate areas of the park, we cannot guarantee that this will occur. The barn itself however will be considered exclusively yours.

**The park requests that you help us showcase our wonderful facility and setting by sharing photographs of your event. These might appear on our website or printed matter and names will be withheld. Thank you!

Thank you for considering the beautiful Roeliff Jansen Park as the location for your special event. The park is unique because it is state owned but managed by the Town of Hillsdale to serve the local community. All proceeds of park rental go directly to the running of the park!

If you decide to hold your event here, we hope that you will support our local businesses, B and B's, restaurants and farmers while in the area. We are developing personalized Hillsdale Nuptial Notes for weddings that can be used by your out of town guests in local stores. We have many wonderful community resources to make your event both special and LOCAL. We would happy to provide you with a list of all that is offered.