

# Roeliff Jansen Park Wedding/Special Event Policies and Guidelines

roejanpark@fairpoint.net

*Thank you for your interest in the Roeliff Jansen Park for your special event. This bucolic park is owned by the state of New York and managed by the Town of Hillsdale as well as many community-minded volunteers.*

**LOCATION:** The most popular event venue is the Hilltop Barn. With stunning views and a large open space (40' x 96'), it also includes an area ideal for caterers and/or set up.

**DEPOSIT:** \$500 Refundable deposit is due at time of signing the permit. This will reserve your date as well as serve as a Damage Security Fee. The site will be inspected the next morning to ensure no damages have incurred and the venue has been cleaned and left as it was found.

**FEE:** \$2,000 for a standard six-hour period with additional time for set up and break down/clean up. The fee includes the rental of the location and a Wedding/Event permit. All other materials and requirements (i.e. tables, chairs, portable restrooms, tents, etc.) are the responsibility of the permittee. Rain panels can be supplied by Park and will be installed the day of the event if requested.

**CANCELLATION:** Refunds are based on time of cancellation. Two months or more: full refund. One month: 50% of the fee be refunded. Less than one month: no refund.

In the case of a natural disaster and the venue or surroundings are deemed unsafe by authorities, the Town has the right to cancel the permit for the scheduled time. In such event, a full refund is available.

**INSURANCE:** Permittees are required to obtain and provide evidence of public liability insurance in the amount of \$1,000,000, with a certificate naming the Town of Hillsdale, NYS Park Parks & Recreation and its people as additional insured. The Roeliff Jansen Hold Harmless Agreement must be agreed upon and signed as well.

## **PERMITS:**

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

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**PARKING:** We strongly suggest that for large events the permittee provides a parking attendant to assure safety and organized parking. The lot holds 60 cars with plenty of overflow parking on the grass and other usually restricted spaces.

**CATERER:** Caterer will provide all necessary equipment including cook tent and supplies as well as a caterer certificate of insurance. The permittee and caterer are responsible for cleaning their work site.

**PORTABLE RESTROOM:** Portable toilets will be necessary, whether trailer style of port-o-potties. There is water and electric access is available. Pick up should be no later than the first weekday after the event.

**MUSIC:** Of course there should be music! Just please remember that the park acts as a natural amplifier and sound is magnified. We ask that you be conscious and considerate of our neighbors. Music must be terminated by midnight.

**CLEAN UP:** All equipment must be broken down and removed the same night or the day after event as agreed upon. Flowers, decorations, etc. are included in same day clean up. Absolutely no food or any trash may be left on the premises after the event has ended. It is the responsibility of the permittee to arrange for the cleanup and removal of all trash and food.

**SMOKING:** While there is usually a no smoking policy within the park, this parameter will be waived during the duration of your event. There will be designated smoking areas with smoking receptacles. Please encourage your guests to use these areas and receptacles to avoid post clean up charges.

**SAFETY:** Fireworks, sparklers and any open fires, except for catering purposes are NOT permitted. Small candles such as votives are allowed on tables. A fire extinguisher is located in the Hilltop enclosed office area. Please report any incident as soon as possible including accidents, property damage and/or emergencies involving medical personnel.

#### **OTHER EVENT PARAMETERS:**

- Alcoholic beverage service must cease at 11 pm.
- Please be environmentally conscious and withhold the use of confetti and releasing balloons. There are many other beautiful alternatives.
- As an open space, the Hilltop Barn can't be locked. The permittee will assume all responsibility for items. An enclosed area does have limited space for items if discussed in advance.

- The Park trails remain open from dawn to dusk for public use. Signs asking visitors to be mindful of your event and use alternative areas of the park can be provided.
- The permittee is responsible for turning off the electricity once all their guests have left.

*Thank you for considering the Roeliff Jansen Park as your special event location.  
We look forward to working with you.*