

## **Roeliff Jansen Park Wedding/Special Event** **Policies and Guidelines**

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*Thank you for your interest in the Roeliff Jansen Park for your special event. The bucolic park is owned by the state of New York and managed by the Town of Hillsdale as well as many community-minded volunteers. It has become a staple stop for neighbors and visitors alike. We hope that you enjoy its beauty and consider the Roe Jan Park for your special location.*

**LOCATION:** Hilltop Barn – 40' x 96' with two open sides. There is an adjoining enclosed area, which can be used for caterers and/or set up. In the event of rain, there are clear plastic tent flaps that can be attached to the posts to create a barrier. Please inform the park coordinator if this feature is requested to ensure a timely installation.

**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 park has been cleaned and left as it was found. The deposit will then be returned as soon as it's cleared by the town.

**FEE:** \$1,000 for a standard six-hour period with additional time for set up and break down/clean up. Fee includes the rental of the location and a Wedding/Event permit. All other materials and requirements (i.e. tent, tables, chairs, portable restrooms, etc) are the responsibility of the permittee. Rain panels will be supplied by park and will be installed the day of the event if requested by the permittee/renter.

**CANCELLATION:** Refunds are based on time of cancellation. Two months or more and the full fee will be refunded. One month notice will have 50% of the fee be refunded. Less than such, the fee will be held in whole. The permits may be revoked and the wedding/event cancelled at any time in the rules and regulations are violated by anyone involved in the event and the deposit will be held. In the case of a natural disaster and the park is deemed unsafe, the event will be cancelled. In any event of cancellation, the return of fees are subject to negotiation.

**INSURANCE:** Renters 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

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

**CATERER:** Caterer will provide all necessary equipment including cook tent and supplies as well as a caterer certificate of insurance. They will be responsible for cleaning their work site. Use of the west side covered area is permitted as well for prep.

**PORTABLE RESTROOM:** Portable toilets will be necessary, whether trailer style of port-o-potties. There is water and electric access for such at the western entrance side of the Hilltop Barn. 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 renter/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 11pm. No alcohol may be served or sold after such time, especially to be carried off premise. Please coordinate with sober drivers for everyone's safety.
- Please be environmentally conscious and withhold the use of confetti and releasing balloons. There are many other beautiful alternatives.
- Being an open space, the Hilltop Barn is unable to be locked. The permittee will assume all responsibility for items left unattended before, during and after the event. An enclosed area of said barn does have limited space for items to be secured there if discussed in advance.
- The park remains open from dawn to dusk for public use. While we can provide signs asking park visitors to be mindful of your event and use alternative areas of the park, we cannot guarantee this will happen.
- The permittee is responsible for turning off electric once all their guests have left. Being an outdoor space, please remind yourselves and guests to be careful in certain dimly lit areas.

*Thank you for considering the Roeliff Jansen Park as your special event location! We look forward to working with you! Please consider sharing your photos with us after your event to help showcase the beautiful Hilltop Barn and park.*