



The Park at East Hills
209 Harbor Hill Road East Hills N.Y. 11576
Tel. (516) 621-5600 Fax. (516) 625-8736

FIELD RENTAL APPLICATION FORM

Name of Applicant/Sponsor: _____

Family # _____ Club Card # _____
(4 digit # on front of park club card) (5 digit # on back of park club card)

Sponsor must be an East Hills Resident: Confirm by initialing here _____

Address: _____

Phone: Home _____ Cell _____

Email Address: _____

Purpose of Occasion, Seminar or event: _____

Date of Event: _____ Field 1: _____ Field 2: _____

Please Circle Day of Week: M T W T F S S

Time of Event: From: _____ A.M or P.M. to _____ A.M. or P.M.

Number People Attending: _____

Is there a homeowner's policy on your home? Yes__ No__

Is the policy and is the home in your name? _____

Name of Carrier: _____

Who will supervise the event? _____

Is any physical work, exercise or entertainment involved? Yes_____ No _____

If yes, explain: _____

If an Organization or Cause is involved please indicate name: _____

Are there any materials or equipment or any products of any kind being delivered or used for the event? Yes, ____ No ____

If so, please explain: _____

Principal Contact at the above Organization: _____

Telephone Number: () _____

Notice of Fees:

A fee of \$150.00 per hour with a minimum of 2 hours will be assessed. In the evening there will be a four hour minimum.

(Official Use Only)

Date Submitted for Approval: _____

Approved By: _____ Date of Approval: _____

Party Conditions Signed (Give resident a copy after signed): Yes ____ No ____

Payment received: \$ _____

Payment Received by: Check ____ Credit Card: ____ Cash: ____ Receipt #: _____

Date Certificate of Insurance received from Entertainment (if applicable): _____

Caterer Chosen: _____

Caterer Agreement Signed: _____ Date: _____

Set Up Transferred to Planning Form: Yes ____ No ____

Finalized by: _____ Date: _____

Field Party Conditions

Sponsor must be an East Hills Resident.

Sponsor must be present at all times during the event.

The fields will close at 7:00 pm.

The maximum occupancy for the field will be 50 people.

The field will not be available for use on holidays.

Sponsors are responsible for the supervision, safety and well being of all guests.

Parents are required to be chaperones and ensure that all children attending the party are safe. Additionally, one adult chaperone is required for every 5 children.

No food or drinks can be provided except through park approved caterers. A list of approved caterers will be provided to you.

There is no food allowed on the fields. Sponsor must arrange for an alternate location with the Park Office.

All entertainment is subject to the approval of the Park Commission. However, acts which include animals and fire works will not be permitted.

All materials disseminated must be prior approved.

Upon arriving at the Park, go to the Park Office and the attendant will verify your club card and paid receipt and clear you for the party. If the party occurs when the Park Office is closed a park Attendant will meet you at the basketball court.

The date and time of your party has been reserved for your personal use; therefore, no refunds can be offered for a cancellation.

There is a no smoking/alcohol policy in the entire park.

Any requests must be in writing and submitted along with this application. Without written approval, no request is granted.

It is the responsibility of the sponsor to make sure that guests park only in village lined designated parking areas. Failure to do so will result in a ticket.

Guests are not permitted to park in the Resident Lot. There is absolutely no parking on any park lawns or sidewalks.

The field must be left clean and all garbage placed in the proper receptacles.

All Park rules will be adhered to, and guests are not permitted in any other area of the park.

It is the responsibility of the sponsor to enforce the rules and see that everyone has left the grounds safely.

I have read, understand and will adhere to the policies set forth for the use of the Fields at The Park at East Hills.

Print Name

Date

Signature