



# Village of Croton-on-Hudson

## Application for Use of Parks Permit

### APPLICANT INFORMATION

Organization / Group Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address (Street): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

### FACILITY / EVENT INFORMATION

**Please check the box of the facility or park:**

- Field (Field Name \_\_\_\_\_)
- Senasqua Park
  - Picnic (8-25 Max)
  - Pavilion (8-125 Max):
    - 9:00 a.m. – 2:00 p.m.
    - 3:00 p.m. – 9:00 p.m.
    - 9:00 a.m. – 9:00 p.m.
    - 12:00 p.m. – 6:00 p.m.

*Note: Off Season, Park Rentals are available Weekends ONLY  
Dates: May before Memorial Day / Sept. & Oct. after Labor Day*

Date Requested: (mm/dd/yy) \_\_\_\_\_

Hours Requested: from \_\_\_\_\_ to \_\_\_\_\_

Description of function:  
*(please indicate any special requests)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Group Size: \_\_\_\_\_ ( # Adults: \_\_\_\_\_ # Children: \_\_\_\_\_ )

Will Alcoholic beverages be served?

Yes  No

Will activity include third party food or beverage vendors?

Yes  No

Will the activity include any sort of entertainment (face painter, magician, clown, etc.)?

Yes  No

Will the activity include any sort of fundraising or sales?

Yes  No

If yes to any of above, please describe: \_\_\_\_\_

*The sale of food or beverages, and the inclusion of any sort of entertainment (face painter, clown, magician, etc.) requires prior approval by the Recreation Department and/or Village Manager. Individuals or groups may be required to obtain insurance in accordance with the requirements on file with the Village Clerk as part of this approval.*

### AGREEMENT

*I, the undersigned, and the organization or group which I represent, agree to abide by the rules and regulations of the Department of Recreation and Parks in using the above facilities. We will not permit drinking by persons under the legal age (21). Boisterous conduct, horseplay, or any other activity which will interfere with the enjoyment of the facilities by others will not be tolerated. We agree to be responsible for damages to the property and individuals resulting from the actions of our group or organization. We agree to be responsible for cleaning up trash and containers and to leave the facility in the same condition in which we found it.*

Form Completed by: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Print Name)

**Recreation use only:**  Recreation Approved  Manager Approved

CROTON RECREATION DEPARTMENT  
1 VAN WYCK STREET  
914-271-3006

**Specific Policies Governing Use of Senasqua Park Facility**

1. A group constitutes eight (8) or more people. Groups with more than 125 participants must contact the Village Manager’s office to discuss the feasibility of using the pavilion and/or park facilities at least three (3) months in advance of the anticipated event date.
2. Individual requesting a permit must possess a valid **Recreation Photo ID card** issued by the Croton Recreation Department. Businesses based in Croton-on-Hudson who wish to reserve the pavilion for a community event should contact the Village Manager’s office at least three (3) months in advance of the anticipated event date.
3. **Reservations are offered on a first-come, first-served basis.** Groups may reserve ONE date only; reservation is rain or shine. A second date may be reserved with a second fee payment after the first date has passed. Payment is due at time of reservation.
4. **There are no refunds for pavilion rental unless the Village of Croton must cancel the reservation.**
5. Please note that if you reserve the pavilion on a Friday or Saturday night, there may be a concert or a rain date of a concert scheduled.
6. No individual or organization may utilize public facilities for their own benefit or gain.

7.	<b>2024 Group Picnic Permit / Pavilion Rental Fees</b>	
	<u>Village Residents</u>	<u>School District Residents</u>
<b># 8 - 25 Picnic Permit (No Pavilion)</b>	\$ 60.00	\$ 75.00
<b># 8 – 125 Participants - Pavilion Rental Fees</b>		
<b>May 25 – Sept 2 (Monday – Sunday)</b>		
9:00AM – 2:00 PM	\$200.00	\$275.00
3:00PM – 9:00 PM	\$300.00	\$400.00
Full Day: 9:00 AM – 9:00 PM	\$430.00	\$560.00

**Note: Off Season, Park Rentals are available WEEKENDS ONLY from 12:00 PM – 6:00 PM**  
**Dates: May 4 - May 19 before Memorial Weekend / Sept.7 - Oct. 27 after Labor Day Weekend**

12:00 PM – 6:00 PM	\$250.00	\$350.00
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Checks Payable: “Village of Croton” / Credit Card Payment available in the Recreation Office

- \* Number of participants must be accurate; fees must be paid in full when reserving.
- \* Permit holder must be in attendance and is responsible to check in all patrons at the gate



8. All special requests must appear on application. All picnics / pavilion rentals must conclude by 9:00 PM. Bathrooms will be locked at 7:45 PM.

9. All regulations and restrictions contained in Chapter 168, Parks and Recreation Areas, of the Village Code shall apply to the use of Senasqua Park.

10. Restrictions specific to Senasqua Park:

- A. **No additional grills may be brought into the park.**
- B. No tents or bounce houses may be erected in the park.
- C. No concerts shall be permitted as part of a pavilion rental.
- D. No dogs or any other domestic animals permitted in the park.
- E. No bicycles, skateboards, or scooters in the park.
- F. No gate fees or admission may be charged.
- G. **NO VEHICLES ARE PERMITTED IN THE PARK.**  
(Patrons may borrow carts to bring their supplies to the picnic area.)

11. Clean-up: Please be responsible and discard trash, litter, bottles, cans, papers or boxes in the appropriate receptacle.

12. The inclusion of any sort of entertainment (face painter, clown, musician, etc.) requires prior approval by the Recreation Department and/or Village Manager. Individuals or groups may be required to obtain insurance in accordance with the requirements on file with the Village Clerk as part of this approval.

13. The sale of food or beverages requires prior approval by the Recreation Department and/or Village Clerk. Vendors will be required to obtain insurance in accordance with the requirements on file with the Village Clerk and submit the appropriate Westchester County Department of Health permit and/or New York State Liquor Authority permit as part of this approval.

14. Alcoholic Beverages: The consumption of alcoholic beverages in Senasqua Park is governed by Chapter 72 of the Village Code. Events requesting to serve alcoholic beverages must receive a special permit from the Village Manager. If a special permit is granted, the following restrictions will apply:

- A. Only the consumption of beer and wine is permitted. **No kegs are allowed.**
- B. Beverages of any kind must be contained in non-breakable containers.
- C. This regulation DOES NOT make it legal for people under 21 to drink.  
You must be of legal age to consume alcohol.

The Croton Recreation and Parks Department reserves the right to disallow or cancel any activity that does not meet these requirements.



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**WHEN A PERMIT IS REQUIRED**

Local laws require any group or organization that wishes to use a Village Park must file an application for permit.

Specific regulations governing alcoholic consumption are included within the application.

Any such group shall be required to apply for a permit regardless of whether or not the function is to be wholly within official park hours, outside such hours or partially within and partially outside such hours.

The requirement for such permits is meant to allow for use by responsible groups, allow for appropriate scheduling by the Recreation Department and provide for acknowledgment of responsibility by each such group.

A permit may be denied to any organization or group due to any or all of the following: scheduling problems, interference with use of the park by others, any question as to the identification or responsibility of the group, need for special insurance or lack of appropriate Village coverage, and/or any special police, parking or traffic requirement.

A permit, even if issued, may be revoked at any time for failure to comply with the rules and regulations.

Permits are issued by the Village Recreation Department. The Recreation Superintendent may deny a permit where, in accordance with the guidelines of the preceding paragraph, the best interests of the Village and its residents would not be served by granting the permit. Any organization denied a permit, may, of course, appeal to the Village Manager.

