

2018 Riverfront Centennial Park Policies and Rules & Reservation Form

(See Page 2 for reservation fees)

1. Any organization or individual seeking to reserve the Park **must complete this form at least 90 days prior to the scheduled activity or event**. In addition, organizations and individuals must provide a certificate of insurance naming Corning Incorporated, Corning Property Management Corporation (CPM Co.) and Corning's Gaffer District as additionally insured. Liability coverage in the amount of \$2 million is required. (Individuals must provide \$1 million general aggregate & liability coverage) Insurance certificate and payment must be received 30 days prior to event date.
2. The park is a natural setting. The lawn is mowed weekly and trees trimmed as needed – no additional maintenance will be done for your event (e.g., no leaf blowing, trimming of trees, etc.).
3. You or your organization is responsible for ensuring any activities conducted at the Park comply with reasonable safety precautions and you will return the Park to the appearance and condition as it existed prior to your event or activity. You or your organization is responsible to clean up all areas of the Park. Clean-up includes but is not limited to:
 - Any poster, decorations, ornamentation must be removed.
 - Any furniture, staging, lighting must be removed or returned to appropriate locations.
 - Any residue from food service must be cleaned from all surface areas.
 - Your party is responsible for the removal of any and all trash during and after the event. Cardboard trash receptacles' and bags are available for purchase from Corning's Gaffer District. Please contact Lin Kotlinski for more information (607-937-6292, X105).
 - Security deposit of \$175 is required for reservation. This is for labor associated with the removal of garbage or the destruction of property. Deposit will be refunded to you in full if no such incident is reported or noted.
4. You must leave a 10' clearance from the train tracks. (any tents or tables, etc must be set up 10' back from either side of the train tracks – they are active tracks and even though the train schedule is for late night an emergency delivery could happen)
5. No stakes or spikes may be driven into the ground or placed into or between brick pavers or the surface of the fountain.
6. No event signs anywhere except in the park (not allowed on Market Street, Denison Parkway, etc.).
7. No parking or operation of motorized vehicles on the grass, in the pavilion or upon any walkway. Any vehicles displayed or equipment (ie; generators, etc.) must have containment pads or similar coverage to prevent any leakage of gas, oil, etc. into the ground or on the bricks.
8. No throwing of rice. Real flower petals are permitted.
9. If your event requires closing sections of city streets or parking lots or to conduct activities involving the use of alcoholic beverages, you must also complete a **City of Corning Special Event Application** with the Gaffer District offices at least 90 days prior. (Gaffer District will submit event application for City Council approval).
10. Food and beverage rules:
 1. Cooking and grilling are allowed on a protected surface only; your organization will provide all cooking and grilling equipment and tools.
 2. No alcohol will be permitted unless provided by a commercial or catered food service.
 3. Commercial or catered food service requires:
 - A current NYS Health Department Permit.
 - A current certificate of insurance showing general liability coverage in the amount of \$1,000,000 minimum naming CPM Co. and Corning's Gaffer District as additional insured.
 - Serving of alcohol requires:
 - Appropriate NYS Liquor License or Permit issued to your organization.
 - Certificate of Insurance showing liquor liability coverage, minimum \$1,000,000, naming Corning's Gaffer District and CPM Co. as additional insured.
11. Scheduling is done on a first come basis upon receipt of appropriate forms and attachments. Corning's Gaffer District reserves the right to alter the schedule of events as necessary and to terminate or cancel agreements at any time. Times and dates of your reservation are subject to change with due notice.
12. Corning's Gaffer District representatives, at their discretion, may attend any meeting with a governmental agency pertaining to the Park or activities therein.

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Reservation Fees:

- Check all that apply and total: FEE
- Reservation of the **Pavilion** for an event/ceremony \$ 95.00
per hour or less*
 (THE PAVILION is the concrete structure with columns near the walking bridge with the steps leading down to the grassy area to the left of the fountain)
 - Reservation of the **Amphitheater** for a \$ 95.00
 Ceremony/event **per hour** or less*
 (THE AMPHITHEATER is the grassy area to the right of the fountain set in the trees)
 - Reservation of the **Pavilion** for any \$275.00
 event **over two hours** **(4 hour maximum) + staff time
 - Reservation of the **Amphitheater** for any \$275.00
 event **over two hours** ** (4 hour maximum) + staff time
 - Reservation of the **entire park** for any \$550.00
 event over one hour- **Requires special approval** + staff time
and \$500.00 refundable security deposit **

note..entire park reservation for an event over 2 hours cannot be booked within 30 days of a Gaffer District event. Charges will be incurred for installation & removal hours in addition to the rental fee.

- Security Deposit** required for all reservations \$175.00
 (refundable upon inspection after event)
SECURITY DEPOSIT MUST BE SUBMITTED – NO EXCEPTIONS!

Note: **The fountain is on May - September, approximately 9:30am -8:30pm.**

****Day after Memorial Day through Labor Day****

Total deposit \$ _____ Total fee \$ _____

TOTAL Amount \$ _____

note...\$50.00 fee will apply to cancelled reservations. No refund if event is cancelled less than 30 days prior to scheduled date.

If you have any questions please contact us at: (607) 937-6292 x105 or email lin@gafferdistrict.com

**Please, return all completed forms and certificates with your check to:
 Corning’s Gaffer District
 Attn: Director of Events
 114 Pine Street, Suite 202
 Corning NY 14830**

Please make check payable to: Corning’s Gaffer District

Note: Copies of all reservation requests are provided to Corning’s Gaffer District Security and Corning Incorporated Security. A confirmation will be issued following receipt of forms, insurance and approval by Corning’s Gaffer District that identifies all terms and conditions appropriate for the nature of the activity or event.

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Reservation Request

Contact Name: _____

Name of Organization (if applicable): _____

Address: _____

City/ State/ Zip: _____

Work Phone Number: _____

Fax Number: _____

Home/Cell Phone Number: _____

Email: _____

Name of Event: _____

Date of Event: _____ Hours requested from: _____ am/pm to: _____ am/pm

Number of people you expect to attend: _____

Description of Event (include attachments if necessary): _____

Riverfront Centennial Park Waiver of Liability and Indemnity

I/We understand and agree to abide by the policies and rules outlined in the enclosed documents.
I/We agree to recognize and assume all risks and liabilities pertaining to the access and use of the **Riverfront Centennial Park**.

I/We agree to fully release indemnify and hold harmless Corning Property Management Corporation and Corning's Gaffer District from and against any claims, damages, loss, liability or expenses of any kind that may arise or result from any property damage or bodily injury, including death arising out of or on account of our use or access to **Riverfront Centennial Park**, whether such claims, damages, loss, liability or expenses are due in whole or in part to any negligence error or omission of those listed or any of their agents, servants, employees or any other person.

I/We agree that this document has been completed in full to the best of my/our abilities. All information is accurate and true.

Signature _____ Date _____

Name of Organization (if applicable)

NOTE...you will receive a confirmation for your event once all paperwork, payment & insurance has been received. No refunds for events cancelled less than 30 days prior. 50% refund for events cancelled due to weather. A \$50 fee will apply to all cancelled reservations.