



## GURNEY LANE FACILITY RESERVATION POLICY

The Gurney Lane Recreation Area (118 Gurney Lane, Queensbury - off Gurney Lane-exit 20) offers two areas available for rent during the summer months for family and group picnics. Both locations can be reserved with the Parks & Recreation Department (761-8216). The **PICNIC PAVILION** (accommodates groups up to 100-125) and the **PARTY TENT** (located within the pool area and accommodates approximately 50). When not reserved, the pavilion and party tent are available on a first-come basis. The policies that follow are needed to insure the proper use and control of the facility so that all people may equally enjoy it. **As a renter you are responsible for reviewing AND abiding by all of the following information provided.**

### RESERVATION PROCEDURE

Requests for use of the pavilion or party tent should be directed to Queensbury Parks & Recreation at 761-8216. Reservations are taken on a first-come, first-serve basis. **An official reservation form accompanied by a non-refundable reservation fee of \$90 must be submitted to make a reservation (sorry, we do not accept credit cards). Reservations must be made in person, we do not take reservations OR "hold dates" over the phone or on-line via an e-mail.** The "contact person" listed on the official reservation form must coincide with that person's proper address, must be a minimum of 21 years of age, and is solely responsible for the proper supervision of the rental.

### GROUP SIZE

The **PICNIC PAVILION** is most suitable for group gatherings of approximately 100-125 people. In accordance with NYS Fire Codes, the maximum capacity allowed under the pavilion at any one time is 100 people, so please plan accordingly in regards to your group size and possible weather conditions. The **PARTY TENT** is most suitable for birthday parties and gatherings up to approximately 50 people. **SECURITY DEPOSIT** - Rentals involving companies or large groups may be subject to a \$100/security deposit. The \$100 security deposit is due and payable at the time of application. The security deposit will be refunded provided that the pavilion is left in a clean and acceptable condition upon completion of the rental.

### PARK AMENITIES

The **PICNIC PAVILION** (approximately 60' x 25') contains up to 12 picnic tables and two, four foot steel cookout grills. The **PARTY TENT** (approximately 20' x 30') has 6 tables and one small cooking grill. There is a children's playground, bathroom located in nearby pool house, 1/2 court basketball hoop, hiking/nature trails, fishing pond, large grass area for informal play and an outdoor swimming pool all adjacent to the picnic pavilion and party tent.

### PARKING FOR PAVILION USERS

For larger groups (50+) we ask that you utilize the over flow parking area which is located on the right hand side along the park entrance road. Please park diagonally. This parking area is a short walk from the pavilion (access through the grassed area past the pond - the pavilion located on the hill near the play area).

### POOL ADMISSION

General pool admission is \$5/person (adults age 60 and older are free, as are children 4 and under). Those renting the Party Tent may pay pool admission fee for each participant, separately on the day of the event OR Select the **Flat Fee Rate of \$35.00** - for the admission of up to 50 persons – tent capacity. (Flat Fee Rate can be paid up to 48 hours prior to event)



## SET-UP & CATERING

Groups are responsible for their own set-up and take-down. If a catering service is being used, deliveries and pick-up of equipment, food, or other items **MUST** not block traffic flow in the upper parking area.

Decorations are allowed, provided that they will not cause damage to the facility. If it is necessary for your group to mount or hang items, please use masking tape only. The use of pins, tacks or nails on the posts is strictly prohibited. ALL decorations must be taken down at the end of the rental period.

## OUTDOOR TENTS

Erecting tents is prohibited unless prior permission has been granted by the Director of Parks & Recreation or the Recreation Commission. If permission granted, it is preferred that all tents be freestanding, due to concern with turf damage. Tents must be set-up and taken down the day of your rental. The department reserves the right to deny the size and/or quantity of any outdoor tent set-up requests.

## RENTAL DATES/HOURS OF USE

### DATES OF USE:

**Memorial Day Weekend – Labor Day Weekend**

PLEASE CALL THE DEPT. OFFICE FOR SPECIFIC DATES

***Pavilion/Party Tent can be rented on July 4<sup>th</sup> and Labor Day***

#### PAVILION USE HOURS:

**REGULAR SEASON: Late June – Late August**

WEEKDAYS: 10:00 am – 6:30 pm

WEEKENDS: 12:00 – 6:30 pm

**PRE-SEASON: Memorial Day – late June**

Weekends ONLY: 11:00 am – 4:30 pm

**POST-SEASON: Late August – Labor Day**

Daily – 11:00 am – 5:30 pm

**NOTE:** Park closes 30 minutes after the published end times listed above

#### PARTY TENT USE HOURS:

**REGULAR SEASON: Late June – Late August**

WEEKDAYS: 1:30 – 6:30 pm

WEEKENDS: 12:00 – 6:30 pm

**POST-SEASON: Late August – Labor Day**

Daily – 11:00 am – 5:30 pm

**NOTE:** Park closes 30 minutes after the published end times listed above

Please note that pavilion/party tent use ends prior to park closure, in order to provide users' 30-minutes to pick-up, clean the area and exit the park. **PLEASE NOTE:** The department reserves the right to close the park and/or adjust park hours based on any number of conditions or facility operation issues. In this event, the pavilion renters will be notified as far in advance as is possible and will have use up to 30-minutes prior to the announced closing time.

## INSURANCE

Large groups, companies or organizations that wish to rent the Gurney Lane Pavilion must provide the Town with a Certificate of Insurance that names the Town of Queensbury as an additional insured. This certificate must be provided **PRIOR** to the scheduled rental date. Coverage amounts: \$2,000,000-operations aggregate, \$2,000,000-general aggregate & \$1,000,000-any one occurrence



## **SMOKING/USE OF ALCOHOL**

**SMOKING IS PROHIBITED ANYWHERE IN THE PARK, T.B. Resolution 213,2009.**

**Consumption of Alcohol:** the department allows for the responsible consumption of alcohol (beer or wine only) during your use of the Picnic Pavilion, but please remember that the appropriate NYS alcohol laws do apply. Alcohol is confined to the picnic pavilion ONLY and will NOT be allowed anywhere else in the park. **Alcohol is not permitted during use of the Party Tent located inside the pool area.**

## **AMPLIFIED MUSIC**

For the enjoyment of all park users, the use of amplified music or live bands is prohibited unless prior written permission is granted by the Director of Parks & Recreation or the Recreation Commission. For safety reasons, music played at the Party Tent that interferes with the safe operation of the pool will be strictly prohibited.

## **PARK USERS**

Please be aware that the Gurney Lane Recreation Area remains open to the public during your event. Other activities, events and parking congestion may occur. Rental of the pavilion or tent does not grant "private" use of any other portion of the Gurney Lane Recreation Area.

**At the conclusion of your rental, your group is required to return the pavilion/party tent to the original condition including:**

1. Returning all tables and chairs to the original configuration.
2. Removing any decorations, tablecloths, etc.
3. General pick-up of the area of all garbage – **PLEASE PLACE ALL TRASH IN THE GARBAGE CANS PROVIDED**

## **RENTAL FEES** *(cancelled reservations are subject to a \$25.00 refund fee)*

- **\$90.00/day** *(pool admission fee is separate and payable on the day of the event)*

## **FEEDBACK**

The Queensbury Parks & Recreation Department welcomes any comments, feedback or general questions regarding your rental. Please contact the Recreation Department at 761-8216 to speak with a staff member.

## **CONTACT INFORMATION**

**Queensbury Parks & Recreation**  
742 Bay Rd., Queensbury, NY 12804

<http://recreation.queensbury.net>  
Phone: 518-761-8216