



Burgess Kimball Pavilion and Ball Field Rental Form

**Burgess Kimball Park
341 Rowland Street, Ballston Spa, NY 12020**

The Town pavilions and ball fields at Burgess Kimball Park are available for rent on a first come, first serve basis. In order to make a reservation, you must complete this application and adhere to the policies contained herein. The reservation is not complete and no date will be held without payment.

Park Use Rules and Regulations

1. Groups, organizations, and individuals using the parks will comply with the laws of the United States, State of New York, County of Saratoga, and Town of Milton.
2. Parks are open to the public from 8:00 AM to sunset. Visit the Parks and Recreation page for season opening and closing dates: <https://www.townofmiltonny.org/our-community/parks-recreation.html>
3. Strict adherence to Centers for Disease Control and Prevention COVID19 guidance
4. Children must be adequately supervised at all times.
5. Pets, including farm animals are not permitted at Town parks (with the exception of service animals).
6. Loud or excessive noises that could disturb other users of the parks or residents are not permitted.
7. Public use grills are located at the Park Pavilions. Personnel gas grills are permitted.
8. Garbage must be carried out or placed in the provided trash receptacles. Littering is not permitted.
9. Bouncy houses, bouncy slides etc. are not permitted.
10. Weapons and firearms are not permitted.
11. Alcohol and tobacco use is not permitted.

Noncompliance with park use and rules and regulations may result in expulsion from the park and denial of future access to Town parks.

Rental Application Instructions

1. Complete the application form.
2. Obtain a copy of your homeowners insurance declarations page.
3. Provide proof of residency.
4. Make a check payable to the Town of Milton.
5. Submit your application, insurance declarations page, proof of residency, and payment to the Town Clerk's Office
 - a. Email: townclerk@townofmiltonny.org
 - b. Fax: 518-884-0163
 - c. Mail: 503 Geyser Road, Ballston Spa, NY 12020

Resident Rental Rates

Pavilion Rental	\$100.00
Field Rental	\$50.00

Non-Resident Rental Rates

Pavilion Rental	\$150.00
Field Rental	\$75.00

**To inquire about availability, you may call the Town Clerks Office at 518-885-9220 ext 110
For day of event questions, you may call the Parks Department at 518-538-3203**



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Name of Applicant: _____

Address: _____

Phone Number: _____

Rental Location: Pavilion 1 Pavilion 2 Ball Field 1 Ball Field 2

Date(s) Requested: _____

Function Description: _____

Function Start: _____ Function End: _____

Persons Attending: _____

Event Catering: Yes No If yes, a certificate of caterer insurance will be required.

I have read and understand the Rules and Regulations Promulgated Under § 127 of the Town Code for the use of the Town parks, a copy of which is attached hereto, and agree to comply with the rules and policies therein. I understand the Town parks are public facilities and open to the public during the time of my event. The Town of Milton will not be liable for any claims for injury or damages resulting from the use of the Town's park or facilities. The permit holder agrees to indemnify the Town and hold it harmless against all such claims, damages, losses, and expenses, including attorney's fees, as a result of the permit holder's gathering.

Signed: _____ Dated: _____

For Office Use Only:

Application Complete: _____ Insurance Declaration Page: _____ Proof of Residency _____ Payment Received: _____

Processed By: _____ Permit Number _____