



**Queensbury
PARKS & RECREATION**

742 Bay Road, Queensbury NY 12804
(518) 761-8216 • recreation.queensbury.net

FACILITY USE/RENTAL APPLICATION

The Hansen Center, Gurney Lane Recreation Area

The Hansen Center at Gurney Lane is used as a location to conduct Parks & Recreation-sponsored programs and events, therefore, its availability is very limited as space for public/group rentals.

CONTACT INFORMATION *(insurance certificate required*)*

Purpose of requested use: _____

Contact name (F/L) of person responsible for event/field use: _____

Application on behalf of: Individual/Family Group Organization/Club

Name of Family/Group/Organization: _____

Address: _____ Town/Zip: _____

Contact Phone: _____ Cell Phone: _____

Contact E-mail Address: _____

**Groups and Organizations MUST provide a certificate of insurance naming the Town of Queensbury as an additional insured. Certificate must be received PRIOR to date of the event/rental: recreation@queensbury.net. [Click here for more information.](#)*

EVENT/ACTIVITY *(attach additional information as necessary)*

Date Requested: _____ Start Time: _____ End Time: _____

Estimated Attendance: _____ Will admission be charged? Yes No

Are You a Not-for-Profit Group? Yes No Is this a Fundraising Activity? Yes No

Additional comments or requests pertaining to your application: _____

APPLICANT SIGNATURE

Applicant Signature: _____ Date: _____

RATES: Based on a maximum five-hour period, including setup and breakdown.

- \$450 rental fee — includes use of tables (up to 10) and chairs (up to 60), and cleaning fee
- \$100 damage fee — must be paid up front with rental fee
- Optional: table linens (white) — \$25/per table (18 available) (includes dry cleaning)

OFFICE USE

Date Received: _____ Approved by: _____ Permit issued: _____

Insurance Cert. rec'd? _____ HHA signed/rec'd? _____ Table/chair use? _____



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THE HANSEN CENTER at Gurney Lane Facility Use Rules

1. NO smoking or vaping. *TB Resolution 213, 2009*
2. NO cooking, grilling or use of any other kind of equipment allowed. All food must arrive prepared — use of chaffing dishes, sterno or crockpots is ok.
3. NO pets or animals other than a registered service animal.
4. DECORATIONS: Scotch Brand "Wall-Safe" Tape, as supplied, is the ONLY tape that can be used. Decorations are limited to walls or tabletops ONLY (no ceilings, windows, doors, fans). NO nails, tacks, glue, non-approved tape or other methods can be used to hang decorations.
5. RENTAL TIME: Events going beyond five hrs. max. (this includes set up/pick up time) will be charged a pro-rated fee of \$75/hr.
6. ALCOHOL: Only beer and wine may be consumed, no kegs or other large alcohol servings may be used. All NYS alcohol consumption laws apply. [Click here for complete policy details.](#)
7. Groups under the age of 16, must be supervised by an accompanying adult.
8. Report any damage or broken equipment immediately to parks and recreation staff.
9. MAX GROUP SIZE: Rental limited to 50 people maximum. The appropriate group size when using a tables and chairs arrangement, is 35-40.
10. All windows and doors must be closed and locked at the end of the rental.
11. MUSIC: No bands or DJ's unless pre-approved — any music must not interfere with safety protocols of lifeguards within the pool area.
12. PARKING: There is limited parking and all guests must use only designated spots within the park — no parking along entrance road or on grass areas.
13. CANCELLATION POLICY: Same day cancelation — No Refund. Cancelations within 48 hours — 50% refund.

APPLICANT SIGNATURE

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. I agree to be responsible to the municipality for the use and care of facilities. I, on behalf of _____ does hereby covenant and agree to defend, indemnify and hold harmless the Town of Queensbury from and against any and all liability loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with actual or proposed use of the Town of Queensbury's property or facilities.

By signing below, you agree that you are the responsible person to be contacted if there are any problems caused by your function at the Hansen Center, not only during the function, but for any problems which are caused by your function, after the function is over. NOTE: If this agreement is not followed, cleanup not satisfactory or property damage is found, the damage deposit (\$100) will be forfeited.

Signature

Date