



Paula A. Mahan
Town Supervisor

TOWN OF COLONIE

Parks & Recreation Department
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Equal Opportunity Employer

The Crossings of Colonie Fee Schedule For 2012

Rental Area	Hours	Colonie Resident And/or Non-Profit	Non-Resident or Private Group	Special Comments
Main Meeting Room 37ft. by 58ft.	Up to 6	\$350.00	\$550.00	Limited to groups of 100; 80 for weddings. Tables and chairs are available and may be arranged in different configurations to suit needs.
	Up to 8	\$650.00	\$850.00	
Executive Room 24ft. by 29ft.	Up to 6	\$200.00	\$300.00	Limited to groups of 40. Tables and chairs are available and may be arranged in different configurations to suit needs
	Up to 8	\$300.00	\$500.00	
Barn Gathering Room 20ft. by 44ft.	Up to 8	\$125.00	\$175.00	Rented in conjunction with special events only. Must receive Department approval.
Barn Stall 14ft. by 17ft.	Up to 8	\$75.00	\$125.00	Rented in conjunction with special events only. Must receive Department approval.
Kitchen	Up to 8	\$85.00	\$110.00	Rented in conjunction with Main or Executive Meeting Room only.
Park Square – includes Gazebo	Up to 4	\$200.00	\$350.00	Limited to groups of 200.
	Up to 8	\$350.00	\$500.00	
Gazebo Only	Up to 4	\$75.00	\$125.00	Limited to groups of 50.
	Up to 8	\$150.00	\$250.00	
Open Meadow Area (Designate on map provided)	8	—	—	Fee determined based on area selected, size of group and services provided.

Special Fees

Services	Fees	Special Comments
Coffee	\$35.00 per 50 cup serving	Provided with inside rentals only. Includes regular coffee, cups, stirrs, sugar, and non-dairy creamer. All other supplies provided by permit holder.
Overtime	\$75.00 Per Hour For each Added Staff	Events extending beyond normal Park hours are subject to overtime charges. Number of staff necessary to be determined by the Director. Overtime must be scheduled and approved in advance of event.
Trail Lights	\$75.00 Per hour	Events requiring trail lights to remain on beyond normal operating hours are subject to this fee.

Pavilion Rentals

Rental Area	Hours	Colonie Resident	Colonie School Groups	Special Comments
South Pavilion East Pavilion West Pavilion	10:00 am to Dusk	\$75.00	Monday-Friday Free w/ Permit	Limited to groups of 48. Larger groups may be accommodated in South Pavilion, extra fees may be assigned. Pavilions are available May 1 st . thru Oct. 31.
School Buses	Town of Colonie Groups - By Permit Only – Fees May Apply			

Special Events / Large Festivals Flat Fee			
Expected Attendance		South Pavilion	
Up to 250		\$275.00	
Up to 500		\$425.00	
Up to 1000		\$650.00	
Up to 1500		\$900.00	
Additional fees may apply for special accommodations.			

Important information, Please Read Carefully
<ul style="list-style-type: none"> • A 50% Deposit payable within two weeks is required to hold reservation. • Applicants must obtain a permit and will be required to submit proper insurance requirements. • Events with an expected attendance of 100 or more are classified as Special Events. Special fees may apply. • Final Payment must be received 30 days prior to event. • Deposits will not be refunded if event is cancelled within 30 days. • Permit applications will be reviewed to determine the need for additional services, such as Port-a-Johns, Fire, Police, and EMS or from the Parks and Recreation Department. The applicant will be notified of the estimated costs and all costs would be the responsibility of the applicant/permit holder. • Fees are not refundable for cancellations due to inclement weather. • Applicant is responsible for adhering to all rules and conditions listed on the permit.