

The Crossings of Colonie Fee Schedule For 2007

To reserve one of the 3 pavilions call the Crossings Park Office at 438-5587. All other facilities at the Crossings may be reserved by contacting the Town Park Office at 783-2760.

Building Facilities

Rental Area	Hours	Colonie Resident	Not -For-Profit	Non-Resident Or Private Group	Special Comments
Main Meeting Room 37ft. by 58 ft.	Up to 4	\$300.00	\$200.00	\$500.00	Limited to groups of 100 for meetings, groups of 80 for weddings.
	Up to 8	\$600.00	\$400.00	\$800.00	
Executive Room 24ft. by 29 ft.	Up to 4	\$150.00	\$100.00	\$250.00	Limited to groups of 40.
	Up to 8	\$250.00	\$200.00	\$400.00	
Barn Gathering Room 20ft. by 44ft.	Up to 4	\$100.00	\$100.00	\$200.00	Limited to groups of 60. Reserved for Birthday parties for persons under 21 years of age.
	Up to 8	\$200.00	\$200.00	\$400.00	
Barn Stall 14ft. by 17 ft.	Up to 8	\$60.00	\$40.00	\$80.00	Rented in conjunction with special events only.
Kitchen	Up to 8	\$50.00	\$50.00	\$100.00	Rented only in conjunction with Main or Executive Meeting room

Park Facilities

Rental Area	Hours	Colonie Resident	Not -for-Profit	Non-Resident Or Private Group	Special Comments
Pavilion(s)	10:00 AM to 8:30 PM	\$40.00 Mon, Tues, Wed. \$60.00 Thurs., Fri, Sat.,Sun.& Holidays	\$40.00 Mon, Tues, Wed. \$60.00 Thurs., Fri, Sat.,Sun.& Holidays	\$40.00 Mon, Tues, Wed. \$60.00 Thurs., Fri, Sat.,Sun.& Holidays	Limited to groups of 48. Larger groups may be accommodated, extra fees to be determined by Superintendent. No charge for Colonie school groups Mon, Tue., and Wed. Pavilions are available May 1 st thru Oct 31.
Park Square (Includes Overlook)	Up to 4	\$100.00	100.00	\$200.00	Limited to groups of 100. Larger groups may be accommodated, extra fees may apply Approved use only.
	Up to 8	\$200.00	\$200.00	\$300.00	
Gazebo	Up to 4	\$50.00	\$50.00	\$100.00	Limited to groups of 50. Larger groups may be accommodated, extra fees may be assigned. Approved use only.
	Up to 8	\$75.00	\$75.00	\$150.00	

Additional fees may be required as we evaluate your request and needs for this park facility. The above is a basic guideline to follow only.

Special Fees

Services	Colonie Resident	Not -for-Profit	Non-Resident or Private Group	Special Comments
Bus Parking (Per Bus)	\$50.00	\$50.00	\$100.00	Buses transporting groups must be scheduled and approved
Coffee	\$10.00 per 50 cup serving	\$10.00 per 50 cup serving	\$20.00 per 50 cup serving	Provided for building facilities only. Includes foam cups, stirrers, sugar, non-dairy creamer. All other supplies to be provided by permit holder.
Overtime	\$50.00 per hour for each added staff member	\$50.00 per hour for each added staff member	\$50.00 per hour for each added staff member	For events running beyond permitted hours. Must be scheduled and approved in advance.
Refuse Dumpster	—	—	—	Additional fees may be charged for large events.

- A 50% deposit is required to secure your date, with the exception of pavilion rentals.
- An event must be cancelled 30 days in advance of your date, for a refund.
- Coffee can be provided for groups using the Main Meeting Room, the Executive Meeting Room, or the Barn Gathering Space for an additional fee of \$10.00 per 50 cups.
- Pavilion rentals begin the first business day of each year.
- Chairs and tables are provided for indoor events only.
- The Town does not provide any equipment or supplies. You may bring your own or use private rental companies. For the purposes of public safety, the Town of Colonie reserves the right to decline the use of equipment.
- Payment for pavilion rentals must be received 30 days prior to the event.
- Permit applications will be reviewed to determine the need for additional services, such as Fire, Police, EMS or from the Parks and Recreation Department are required. The applicant will be notified of the estimated costs and all costs would be the responsibility of the applicant/permit holder.
- Tents are allowed for special events with the approval of the Park Manager. If the tent requires stakes to secure placement, then it is the responsibility of the applicant to call the Underground Facilities Protection Organization (UFPO) 1-(800) 962-7962 two weeks prior to the event to obtain necessary clearance from utility companies.

All of the above must be for approved use only as determined by the Parks and Recreation Department.