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# TAYLOR ROAD FAMILY RECREATION FACILITY

6765 Taylor Road - Hamburg, New York, 14075

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The park currently includes a lodge with a max capacity for 88 people

Complete kitchen facilities, restrooms, outdoor charcoal grills, picnic tables and a play area.

## **2025 RENTAL FEES & CONTRACT POLICIES**

\*MONDAY-THURSDAY \$100.00 PER DAY (Plus \$50 Security Deposit)

\*FRIDAY, SATURDAY, SUNDAY'S \$375.00 PER DAY/RESIDENTS  
\$425.00 PER DAY/NON-RESIDENTS  
(Plus \$50 Security Deposit)

### **Mail Payments to:**

Town of Hamburg Recreation Department  
P.O. Box 37, Lake View, NY 14085

### **In Person payments to:**

Hamburg Recreation Department  
ECC South – Building 4, 4041 Southwestern Blvd.

Phone number: (716) 646-5145 Fax (716) 646-5164

- A \$50 Security Deposit will be required to reserve all rentals. It will be refunded upon a satisfactory inspection of the building and if no additional cleanup is needed inside or outside of the facility.
- \*If there is a travel ban or travel advisory within the Town, we will have to cancel your rental and reschedule it as best as possible.
- A copy of current Homeowners' or Renters Insurance (showing the dates of coverage) & Drivers' License is necessary for rental.
- Hours of operation are anytime between 10 AM & 10 PM. Indicate only the hours needed for setup/rental times. Our employee will meet you at the opening time listed on rental permit. Bring permit to the facility on date reserved. The building should not be left unattended at any time.
- All paperwork and remaining payment are due at least 30 days before rental date. ALL cancellations MUST be made at least 60 days prior to the date reserved. Cancellations later than that will result in forfeiture of security deposit.
- Renters must be 21 years of age or older. If you wish to serve alcohol, check the alcohol waiver on the application so that Town Board approval may be obtained.
- Your rental secures you use of the building and immediate surrounding grounds. This is considered a public park and people may still use the rest of the grounds.
- You must supply your own cooking/eating utensils, dish soap/cloths & towels and any desired sports equipment.
- You can set up tables and chairs as you see fit; please report any broken or damaged tables, chairs, equipment, etc. Wipe down, fold, and return tables and chairs to the carts.
- Facility is to be left broom clean. Sink, stove and refrigerator should be cleaned if used.
- All trash (inside/outside) should be put in trash cans & taken to the dumpster out by the parking lot. – bags are provided. Pick up in restroom areas. Sweep floor. Put tables and chairs away. Clean up all spills in oven, refrigerator, and microwave. **Extinguish all grill fires.**

PLEASE NOTE: Some dates may be unavailable due to Town events.

**All renters must agree to and sign the  
Town of Hamburg, Taylor Rd. Permit Policy Agreement.**

### **ITEMS AT TAYLOR ROAD**

(7) 6' Long Tables, (7) Round Tables (Seats 7-8), 86 Chairs (subject to availability if damaged)  
Volleyball net, small softball diamond, nature trails, playground

\*\*\*THERE IS A POND ON THE PREMISES\*\*

PLEASE SUPERVISE ALL CHILDREN

(Fees & policies are subject to change)

# Taylor Road Rental Contract

Date \_\_\_\_\_

**PURPOSE OF RENTAL:** \_\_\_\_\_

NAME OF ORGANIZATION/INDIVIDUAL \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NO. \_\_\_\_\_ CELL: \_\_\_\_\_

RENTAL DATE \_\_\_\_\_ RENTAL HOURS \_\_\_\_\_

ALCOHOL WAIVER REQUESTED \_\_\_\_ YES \_\_\_\_ NO

ESTIMATED ATTENDANCE \_\_\_\_\_

EMAIL \_\_\_\_\_

The undersigned assumes responsibility for the conduct of the persons and organizations using the facility for any damages to Town property which may result from its use by the persons or organization.

The undersigned further shall be held responsible for the strict adherence to all rules and regulations of the Town of Hamburg.

(The contract must be signed by the person whose Homeowners/ Renters Insurance and Driver's License are submitted to the Town)

 SIGNED \_\_\_\_\_

## FOR OFFICE USE

PERMIT # \_\_\_\_\_

TOTAL FEE: \_\_\_\_\_

DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_

LESS AMT. PAID \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

### Check list:

Permit was given: \_\_\_\_\_

Balance Due Sheet mailed out: \_\_\_\_\_

Voucher came back: \_\_\_\_\_

Email Reminder \_\_\_\_\_

2 Page contract \_\_\_\_\_

Copy of driver's license: \_\_\_\_\_

Home/ Rental Insurance: \_\_\_\_\_

## USE AGREEMENT FOR LOG CABIN & FACILITIES

(Must be signed by the person whose Homeowners/ Renters Insurance and Driver's License are submitted to Town)

I, \_\_\_\_\_ agree to the fullest extent permitted by law,  
Print Insurance Holder's Name

to indemnify, defend, and hold harmless the Town of Hamburg, its respective officers, officials, employees, and agents, and their successors and assigns, from and against all claims, damages, demands, losses, expenses, fines, causes of action, suits or other liabilities, (including all costs, reasonable attorneys' fees, consequential damages, and punitive damages), arising out of or resulting from, or alleged to arise out of or arise from the use of Town property, regardless of whether such claim, damage, demand, loss, expense, fine, cause of action, suit or other liability is attributable to bodily injury, personal injury, sickness, disease or death, or injury to or destruction of tangible property, including any loss of use resulting therefrom, or in any way related to the personal use of the Town owned cabin and grounds on the date(s) of \_\_\_\_\_.

Date of your rental

Evidence of my Homeowners', or Renters' Insurance is attached.  
(The declaration page showing **dates of coverage**)

Signed by:

Date:

\_\_\_\_\_  
Insurance Holder's Name

Print name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

All renters must agree to and sign the  
Town of Hamburg Taylor Rd. Permit Policy Agreement.



# **Town of Hamburg Taylor Rd. Permit Policy**

## **Prohibited uses of Picnic shelters – All Rules Strictly Enforced!**

Taylor Rd. Family Cabin Maximum of 88 people

The following activities are **NOT permitted** at the Taylor Rd Family Cabin:

1. Hiring any outside companies for services or events. **(Drop off catering IS allowed)**
2. Inflatable play equipment and similar attractions (e.g. bounce houses, obstacle courses, slides, dunk tanks, etc.)
3. Fireworks Prohibited.
4. Bonfires or recreational / open fires.
5. No outside grills (There is a large charcoal grill on back patio for you to use .) You must bring your own charcoal.
6. Live Bands, DJ's, outdoor sound systems, or professional sound systems. (Music must be turned down by 8:30 pm.)
7. Food Trucks, Food vendors of any kind cooking on site:
8. Use of generators.
9. Personal sanitary Facilities ( i.e. portable toilets).
10. Any use for Private business intended for profit.
11. Camps or events not affiliated with the Town of Hamburg or partners with the Town of Hamburg.
12. Smoking is prohibited anywhere on Town Property.
13. Party Tents Rentals are not permitted.
14. No Thumb Tacks, Nails or Tape Walls, woodwork and light fixtures are NOT permitted to put up decorations. (All Decorations Must be table decorations ONLY)
15. All of our tables and chairs must stay inside the cabin.

**Alcoholic Beverages:** You must not serve anyone under 21 years old. Serving alcohol requires and alcohol waiver and Town Board approval.

**Facility Use:** The Rental includes the building and immediate grounds but excludes the rest of the public park. Renters must provide their own supplies (e.g., utensils, dish soap, paper towels, sports equipment).

Read the back side of this form:



**Cleaning Requirements for Taylor Rd Family Cabin:**

**Broom Clean:** The facility must be left broom-cleaned.

**Trash:** All trash must be bagged and taken to the dumpster.

**Appliances & Restrooms:** If used, appliances (sink, stove, refrigerator, oven) and restrooms must be cleaned.

**Spills:** If you spill something in the refrigerator, oven, microwave, floors, please clean it up after yourself.

**Damages:** If you find anything broken, please report it to the facility manager

**Tables & Chairs:** All tables and chairs must be wiped off, folded, and returned to their designated racks.

**Outside Grounds:** Ensure the surrounding area outside is free of trash.

**Refunds:** Rentals may be canceled due to circumstances out of our control such as, weather advisory/ driving bands. Full refunds may be issued if canceled 60 day prior to your rental date. There will be a \$5 processing fee. **Your \$50 Security Deposit:** will be refunded after upon satisfactory inspection of the facility. (Nothing is broken/missing, no extra cleaning of the facility is required.) All renters ***in order to receive a security deposit refund you must fill out a Town of Hamburg Voucher for \$50 Security Deposit / Rental Refund.*** This can take up to a month to receive.

**The reserving organization/person shall further be held responsible for the strict adherence to all rules and regulations of the Town of Hamburg.**



**"I have read and understood the Town of Hamburg Taylor Rd. Permit Policy, and I agree to follow all the rules and regulations outlined above."**



**Date of your Rental:** \_\_\_\_\_



**Print Full Name:** \_\_\_\_\_



**Signature:** \_\_\_\_\_



**Date:** \_\_\_\_\_

VENDOR: PLEASE ATTACH YOUR INVOICE TO THIS CLAIM VOUCHER.

Town of Hamburg Dept. Of Youth, Recreation and Senior Services  
P.O. Box 37  
Lake View, NY 14085

DEPT Recreation

DATE \_\_\_\_\_

P.O. NO. \_\_\_\_\_

THIS NUMBER MUST  
APPEAR ON ALL PACKAGES  
AND INVOICES.

VENDORS  
NAME  
AND  
ADDRESS

DELIVERY DATE: \_\_\_\_\_

SPECIAL INSTRUCTIONS TO VENDOR: Below on the X, Please

print your name, date, and sign your name.

SALES TAX EXEMPT / I.D. # 16-600-2270

(Return for payment)  
Thank you!

FINANCE	
<input type="checkbox"/> APPROVED BY: _____	
<input type="checkbox"/> DISAPPROVED BY: _____	
REASON DISAPPROVED: _____	
UNENCUMBERED BALANCE AFTER THIS PURCHASE ORDER	APPROPRIATION
	A- 2001 - 45
	AMOUNT
	\$50.00
DATE VOUCHER RECEIVED	TOTAL
	\$50.00

VOUCHER NUMBER

ITEM	QUANTITY	UNIT	DESCRIPTION USED BY VENDOR	UNIT PRICE	AMOUNT
			Refund of Security Deposit for Taylor Rd. Rental on:  (Refunds may take up to a month to receive.)  We must have an original copy of this Voucher. We cannot except a, Faxed or Email Copy  Please mail to: Town of Hamburg Dept. of Youth, Recreation & Sr. Services P.O. Box 37 Lake View, NY 14085  Physical Address: 4041 Southwestern Blvd. (Building #4) Orchard Park NY 14127		\$50.00
Your Federal Id Number is required before payment can be made. Your Soc. Security number is your Fed Id if you are an individual. If you are a company your Id Number is a 16-...number. ID# _____ Please check if you are incorporated _____ A Non Profit Organization _____					
TOTAL					50.00

CLAIMANT'S CERTIFICATION

I, X (Print), certify that the above account in the amount of \$ \$50.00  
is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or  
satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

X DATE X SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

(Space Below for Municipal Use)

DEPARTMENT APPROVAL

The above services or materials were rendered or  
furnished to the municipality on the dates stated  
and the charges are correct.

FINANCE DEPARTMENT

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED OFFICIAL \_\_\_\_\_





TOWN OF HAMBURG DEPARTMENT OF YOUTH, RECREATION & SENIOR SERVICES

4041 Southwestern Blvd., Orchard Park, NY 14127 - Building #4

Mailing Address: P.O. Box 37, Lake View, NY 14085

(716) 646-5145 Fax (716) 646-5164

email: recreation@townofhamburgny.gov www.hamburg-youth-rec-seniors.com

Jillian Gorman-King  
Director

Nicole Ruberto  
Senior Recreation Supervisor

Marc C. Collins  
Recreation Supervisor

Meghan Guzlec  
Program Coordinator

Hilary Pundt  
Recreation Supervisor

John Zoda  
Recreation Leader, CYSA

Nicole Dayka  
Youth at Risk Coordinator

Amy Brown  
Account Clerk Typist

Shannon Zdrojewski  
Clerk Typist

### Taylor Road Rental Permit Agreement

Effective Date: 5/20/25

Dear Renter,

The Town of Hamburg has recently made adjustments to the rental policies for Taylor Road Cabin and use of its parklands and facilities.

All Taylor Road renters are required to review and sign the new Taylor Road Rental Permit Agreement before being granted permission to use the space.

Please read through the attached permit agreement thoroughly, and sign in the designated section to acknowledge your understanding and acceptance of the updated policies. This document is due with final payment and all paperwork at least 30 days prior to your rental date.

If you have any questions or need clarification regarding the policy changes, please contact Shannon Zdrojewski, 716-646-5145, Monday through Friday, between 8:00am and 4:00pm.

Thank you for your cooperation. We look forward to working with you!

Sincerely,

A handwritten signature in blue ink, appearing to be "Jillian Gorman King".

Jillian Gorman King  
Director

Town of Hamburg, Department of, Youth Recreation & Senior Services

**Please make sure ALL forms are completed in their entirety before submitting.**

Mail completed forms to:  
Town of Hamburg Youth, Recreation & Senior Services  
P.O. Box 37  
Lake View, NY 14085