

TOWN OF BEDFORD RECREATION AND PARKS DEPARTMENT
425 CHERRY STREET BEDFORD HILLS NEW YORK 10507
Tel: 666-7004 Fax: 666-3863 Email: Recreation@Bedfordny.gov

KATONAH MEMORIAL PARK SHELTER
Wildwood Road - Park Access Road
FIREPLACE PERMIT APPLICATION

This application form must be submitted to the Recreation and Parks Department office at least one week (7 days) prior to the date of planned use. Please read the fireplace use guidelines, facility use policies and insurance requirements provided.

Note: You must be 21 or older to apply for a permit.

Fee: Suggested Donation to the Katonah Memorial Park Association (KMPA) is \$25.00

Name of Organization/Resident _____

Address _____

Municipality _____ State _____ Zip Code _____

Date Requested: _____

Day of Week: _____ Month: _____ Day: _____ Year: _____

Hours Requested: From: _____ am/pm To: _____ am/pm

(Note: there is a 4 hour maximum use)

Please describe the event the fireplace will be used for: _____

Are you requesting the use of alcoholic beverages? _____

(If so, a separate permit application (attached) is required and must be submitted to the Town Clerks office for consideration.

Anticipated / planned attendance: _____ All Adults over 21? _____

OR

Adults and children _____

Name of the person in attendance and in charge of the event:

_____ Cell: _____ Email: _____

The above named person, on behalf of the organization/resident, agrees to all facility use policies as described in the information provided.

Signature of Applicant _____ Date: _____

Date Received by the Recreation Office: ___/___/___ By: _____ Donation: _____

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A Brief Overview

The original Katonah Shelter was built in 1949 by the Katonah Memorial Park Association and is rich with park history, stories, and cherished memories and is a treasured part of the Katonah Memorial Park. The focal part of the shelter was the stone fireplace which was used regularly until 1991 when it was sealed due to misuse and vandalism.

In the past five years the Town of Bedford Recreation and Parks Department and Katonah Memorial Park Association have worked together towards renovating the shelter with a new roof, the addition of skylights, installation of a new ceiling, interior lighting, electrical upgrades and painting.

As a separate project, the Katonah Memorial Park Association has worked diligently to raise the money needed to rebuild and re open the shelter fireplace. In the fall of 2014 the finishing touches were put on the refurbished fireplace and on December 14th the KMPA celebrated the reopening of the fireplace with a ribbon cutting and "first" fire.

The Katonah Memorial Park Association in partnership with the Town of Bedford Recreation and Parks Department is pleased to make the fireplace available to Town of Bedford residents to use when renting the shelter for events.

There is a fee for renting/reserving (\$30.00) the shelter for group use. Additionally the Town is recommending a donation of \$25.00 be made to the Katonah Memorial Park Association (KMPA) for the use of the fireplace. Funds raised by the KMPA go back into special park projects and special events held within Katonah Park in cooperation with the Recreation and Parks Department.

The application form, fee/donation information along with the guidelines for use of the shelter and the fireplace are attached. Questions should be directed to the Recreation Office at 666-7004 or by email at Recreation@Bedfordny.gov

**TOWN OF BEDFORD RECREATION & PARKS DEPARTMENT
425 CHERRY STREET • BEDFORD HILLS, NY 10507
Tel. (914) 666-7004 • Fax (914) 666-3863 • Sr. Citizen Info (914) 666-7203
recreation@bedfordny.info • www.bedfordny.info**

KATONAH SHELTER FIREPLACE GUIDELINES

1. Use of the Katonah Shelter fireplace is by permit only and is limited to the time noted on the permit.
2. There is a 4 hour limit on the permitted use unless additional time is approved by the Superintendent of Recreation and Parks
3. Permit holder must be present at all times and must be 21 years of age or older
4. The fireplace is locked and requires a key issued by the Recreation Office at the time the permit is issued.
5. In addition to a key, a fireplace utility bag that has a first aid kit, gloves, flashlight and fire extinguisher will be issued and must be returned with the key after the use. (within 48 hours of the date of use)
6. The fire extinguisher provided should only be used in an emergency and should *never* used to put out the fire at the end of the event
7. Permit holder is responsible for providing all supplies, wood, kindling, Dura Flame fire starter bricks, newspaper, matches etc. The use of accelerants is NOT permitted.
8. Only seasoned dry wood should be used to minimize smoke within the shelter
 - The fireplace can handle logs as long as 30" in length.
 - **Note:** Many local food stores and hardware stores sell pre-bundled wood and starter kindling
9. Using wood from the wooded areas within the park is NOT permitted. Leaves should not be used to start a fire.
10. There are fireplace "tools" provided to move and set logs.
11. Please be aware there is no damper on the fireplace.
12. After the fire is established please place the fireplace screen in front of the opening.
13. There are 3 6' benches that can be used to "sit" around the fireplace area. Please **DO NOT** move the wooden picnic tables down near the fireplace.

14. The fire should burn down before the doors are secured and locked at the end of the use. All fireplace tools and the screen should be placed inside the fireplace as found before the doors are secured and locked
15. **NEVER** place hot coals, ash, burnt logs from the fireplace in the plastic trash cans located within or around the shelter.
16. All ash, burnt logs and debris left in the fireplace will be removed as needed by the Recreation and Parks staff during regular work hours Monday through Friday.
17. Unused wood, kindling and newspaper should be removed at the end of the permitted use.
18. The light switch for the fireplace ceiling lights is on the pole to the right of the steps leading down to the fireplace. The switch for the shelter area lights is to the right of the fireplace by the electrical panel (white switch) Electrical receptacles are located on either end of the shelter 5' above the floor.
19. Use of alcoholic beverages required a separate permit. See application packet.
20. In the event of an emergency call **Bedford Police at 241-3111**. Explain the emergency and provide the location at the **Katonah Shelter in Katonah Memorial Park off Wildwood Road**.

Questions regarding the rental / use of the Katonah shelter fireplace should be directed to the Bedford Recreation and Parks Department at 666-7004 or by email at Recreation@Bedfordny.gov

12/18/14

