



## GUIDE TO RESERVING A FACILITY 2024



### Online Reservation:

To streamline the process park pavilion and facility permits can be obtained via our online reservation system at [www.ntparksrec.com](http://www.ntparksrec.com). Note: Residents can begin reserving facilities on February 5, while non-residents can begin reserving on May 27.

### Steps to reserving your facility

1. Head to [www.ntparksrec.com](http://www.ntparksrec.com). Log in or create your account from the “Account” header tab.
2. Once your account is created, on the main menu tab select Facilities → Facility List → And click the “Reserve” button for the facility of your choice (listed alphabetically)
3. Check the availability by clicking “View Availability Tab” entering the date of choice and clicking “update” (if the day is unavailable it will be marked out in blue on the timeline)
4. Choose your desired available date in the “start date” to begin your reservation → click “save dates” (you will enter a start time and end time at checkout).
5. Scroll to the bottom of the screen and enter Purpose (i.e. Grad Party, Family Reunion, etc) and Head Count, and check the box to acknowledge disclaimer → Select “continue”
6. Review Schedule & Fees and select “continue to checkout”
7. Enter the reservation info in appropriate boxes (attendance, start time, end time, etc)
8. Proceed to checkout, follow prompts to enter credit card information.
9. Your receipt is NOT your Permit. A Permit will be emailed to you and is also available by clicking Account → My Account → Reservations link → Permit link

### Notes:

- For scheduling purposes, requests for facilities cannot be made less than 10 days prior to the desired reservation date.
- **Payment for your reservation is non-refundable.**
- For questions contact 695-8520 or email [ntparksrec@northtonawanda.org](mailto:ntparksrec@northtonawanda.org)

***For details on park rules & guidelines, and specific information regarding our facilities, view the following pages.***



## PARK FACILITY PERMIT GUIDE

**Pavilion Rental Availability:** Memorial Day Weekend through end of September  
7:00am-10:00pm

**Cost:**

	Resident (Res)	*Non-Resident (NRes)
Pavilion NO kitchen	\$65	\$75
Pavilion WITH kitchen	\$85	\$100

*\*non-residents cannot begin booking until May 31*

**Rentable Pavilions:** Mayors Park (#1,#2,#3); Pinewoods Park (#1,#2), Raymond Klimek Veteran's Park (#1, #2), Gratwick-Riverside Park (#1,#2)

**Other Rentables:** Botanical Gardens Gazebo (Wedding Ceremony, Pictures)  
Band Shell @ Raymond Klimek Veteran's Park (Concerts, graduations, ceremonies, etc)

Park permits can be obtained in the Recreation Office at the Norman Keller building at 500 Wheatfield Street or online at [www.ntparksrec.com](http://www.ntparksrec.com) and will be available for rental beginning February 5, 2024. Non-residents will not be permitted to make reservations until May 27, 2024, which gives residents an opportunity to select their desired reservation date and location in advance of non-residents.

### **RULES FOR RENTERS:**

1. Any alteration to permit invalidates the permit.
2. **Permit holder must be on site at the set-up time indicated on the application for reservation. If the party is late, the permit is canceled. (Pavilions with kitchen will not be open without someone onsite).**
3. For events at shelter WITH kitchen: If the event ends early, someone for the party must wait until the attendant arrives to secure the shelter Any change to shelter reservation can be made up to two weeks before the event. Please call 695-8520.
4. The party will be responsible for leaving the shelter and area in its original state.
  - a. All garbage must be cleaned and placed in proper receptacle.
  - b. Tables, benches, etc must be back in original location
  - c. All contents stored in fridge/freezer must be removed.
  - d. Any damages or excessive cleanup incurred to shelter and area will be billed to permit holder.
5. Vehicles parking in restricted areas will be ticketed by the Police Department.
6. **Any use of a bounce house/inflatable must be authorized by our department and a copy of the certificate of insurance must be provided prior to the event date.**
7. Any event that requires the use of multiple shelters or facilities, has an estimated party size that exceeds the capacity of a shelter, requires purchase of tickets, or includes sales of products with intent to generate revenue is considered a special event and must fill out the PARK/FACILITY EVENT APPLICATION (and is subject to a \$300 fee).
8. Garbage cans are available at each pavilion location. Request for additional garbage totes can be requested for on the application form.
9. Use of staples or nails on park shelters or tables is prohibited.
10. Bands and sound systems must be in compliance with the City's sound ordinance and must not disrupt other neighboring shelters or parties.
11. Your reservation permit comes with an alcohol permit for your event.



## PARK DESCRIPTIONS



**PINE WOODS PARK** – Pinewoods Park is located at 1 Pinewoods Drive. Both pavilions are located in the center of the park with access roads from Schenck St and Pinewoods Dr. The park includes playground area, permanent lavatories, basketball court, walking path, and disc golf course. Both pavilions have full service kitchens with electricity, water, stove and refrigerator. Park has a handicap accessible family bathroom.

Pavilion 1 – Capacity 100

Pavilion 2 – Capacity 50 \* Handicap Accessible Lavatories in shelter

**MAYOR'S PARK** – Mayor's Park is located at the intersection of Dimateo Drive and Sweeney Street. Its location along the canal offers beautiful water scenery while also providing permanent lavatories, playground, electricity and water.

Shelter 1 – Capacity 50 (first shelter at the base of the hill)

Shelter 2 – Capacity 50 (second shelter, furthest from water)

Shelter 3 – Capacity 80 Handicap Accessible; full-service kitchen: water, stove and refrigerator

**RAYMOND KLIMEK VETERAN'S PARK** – Located at 700 River Road, this location offers a peaceful and scenic atmosphere along Niagara River. The park includes a playground area, permanent lavatories (near entrance of park), portable bathrooms near shelters, fishing pier, walking path, band shell, veteran monuments, and electricity.

Shelter 1 – Capacity 80 (near water)

Shelter 2 – Capacity 120

Band Shell- Electric and Lights available upon request (\$50 fee for use of band shell)

**GRATWICK-RIVERSIDE PARK** – Located at 980 River Road, this location provides an openness that is prime for a host of activities. The park includes a playground, portable lavatories, handicap fishing pier, soccer fields, walking path, and boat launch with permit

Shelter 1 (Russ Rizzo Pavilion) – Capacity 120 (east of Witmer Road entrance)

Shelter 2 (Dale Marshall Pavilion)-- Capacity 120 (west of Witmer Road entrance)

**BOTANICAL GARDENS-** Located at 1825 Sweeney Street, this location provides a beautiful and peaceful escape. Lined with walkways, gardens, a decorative bridge, and a gazebo, this area is perfect for a wedding ceremony and/or pictures. Area also includes boat and kayak launches. (\$20/hr for residents; \$40/hr for non-residents)- No cost for rehearsal date/walk through.

*For pictures of our facilities head to [www.ntparksrec.com](http://www.ntparksrec.com)*

*Pavilion reservations can be made in the office or online.*

NT Department of Youth, Recreation & Parks  
500 Wheatfield St  
North Tonawanda NY 14120  
Phone:(716) 695-8520 Fax: (716) 695-8533  
[www.ntparksrec@northtonawanda.org](http://www.ntparksrec@northtonawanda.org)

# Mayors Park

1 Canal Front Mayors Park, North Tonawanda NY 14120



## Graduation Parties, Family Events, Charity Fundraisers & More...

With a backdrop of the beautiful canal, this peaceful park is perfect for a whole host of parties and special events. Amenities include electric, grills, permanent bathrooms, 5000 square foot inclusive playground, and bike trail. Pavilion 3 has a full service kitchen with refrigerator, stove and sink.

### Book it today...

**Pavilion 1 (50 person capacity) \$65 R / \$75 NR**

Located nearest the water (see picture above)

**Pavilion 2 (50 person capacity) \$65 R / \$75 NR**

Located away from water (see picture to right)

**Pavilion 3 (80 person capacity) \$85 R / \$100 NR**

Full service kitchen

*\*Pavilion rental includes beer permit*



### For more information...

Call 695-8520 or email  
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Facebook @NTParksRec



# Gratwick Riverside Park

River Road & Ward Road, North Tonawanda NY 14120



## Graduation Parties, Family Events, Charity Fundraisers & More...

Located on the great Niagara River, this site is complete with a boat launch, handicap accessible fishing pier, playground, grill, loads of green space, walking/bike trails and a state of the art portable bathroom trailer. Pavilion has electric but no water hook ups. Home base for the Niagara Kite Flying Association and location for popular events such as the Thursday on the Water Concert Series & Thunder on the Niagara.

### Book it today...

**Pavilion 1 (120 person cap) \$65 Res / \$75 NRes**

Located east of Witmer Rd entrance

**Pavilion 2 (120 person cap) \$65 Res / \$75 NRes**

Located west of Witmer Rd entrance.

*\*Pavilion rental includes beer permit*



## For more information...

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## Pinewoods Park

1 Pinewoods Drive, North Tonawanda NY 14120



### Book it today...

**Pavilion 1 (100 person cap) \$85 Res / \$100 NRes**

Located in center of park (pictured above)

**Pavilion 2 (50 person cap) \$85 Res / \$100 NRes**

Located nearest the woods (pictured right)  
Includes handicap accessible bathroom.

*\*Pavilion rental includes beer permit*



### Graduation Parties, Family Events, Charity Fundraisers & More...

There's a lot to do at this beautifully wooded park, complete with walking path through the woods, playground & swings, disc golf course, and basketball court. Amenities include full service kitchen with refrigerator, sink, and stove, permanent bathrooms, new handicap/family accessible bathroom.

### For more information...

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# Raymond Klimek Veteran's Park

700 River Road, North Tonawanda NY 14120



## Book it today...

**Pavilion 1 (80 person cap) \$65 Res / \$75 NRes**

Located nearest the water (see picture above)

**Pavilion 2 (120 person cap) \$65 Res / \$75 NRes**

Located away from water (see picture to right)

**Bandshell Rental \$50/day**

*\*Pavilion rental includes beer permit*

## Graduation Parties, Family Events, Charity Fundraisers & More...

With a backdrop of the beautiful Niagara River, this peaceful and spacious park is perfect for a whole host of parties and special events. Amenities include electric, grills, permanent bathrooms, handicap accessible portable bathrooms, playground, fishing pier, Seabee's and Marines Monuments, walking trail and a bandshell.



## For more information...

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## BOTANICAL GARDENS

1825 Sweeny Street, North Tonawanda NY 14120



### Wedding Pictures, Ceremonies & More..

A beautiful backdrop for wedding ceremonies with a gazebo set peacefully along our canal-side waterfront in an area ripe with a beautiful array of blooming flowers all season long. This is also a perfect spot for family portraits, prom photos, or wedding pictures.

### Book it today...

\$20/hr for residents  
\$40/hr for non-residents

*Reservations include electric and a complimentary rehearsal time the evening prior to the ceremony. With a reservation we ensure hanging floral baskets are present in the gazebo.*



### More Information...

For more information on reserving the gazebo, call the NT Rec Dept at 695-8520 or email [ntparksrec@northtonawanda.org](mailto:ntparksrec@northtonawanda.org)

*Botanical Gardens is made beautiful thanks in part to our friends at the NT Botanical Garden Organization, who are responsible for the plantings and flower bed maintenance. To be a part of their team email [ntbgo@hotmail.com](mailto:ntbgo@hotmail.com) or find them on Facebook @ntbotanicalgardens.*







# Bandshell @ Raymond Klimek Veteran's Park

700 River Road, North Tonawanda NY 14120



## Plays, Recitals, Ceremonies, & More...

With a backdrop of the beautiful Niagara River in a peaceful green and spacious park, this bandshell is a perfect spot for an outdoor wedding venue, theater plays, dance recitals and other ceremonies. Complete with electric and lighting the stage is set for your event needs!



## Book it today...

**Bandshell Rental...\$50/day**

You can also reserve either of the two pavilions to go alongside your event (capacity 80 or 120).

**Pavilion Rental \$65 Res \$75 Non-Res**

*\*Pavilion rental includes beer permit*



## For more information...

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