



Town of Montgomery  
 110 Bracken Rd  
 Montgomery, NY 12549  
 845-457-2600 x1287  
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 toconnor@townofmontgomery.com



**Please Print**

**Application for Pavilion/Park use**

Organization Name (if applicable): \_\_\_\_\_

Representative/Applicant: \_\_\_\_\_

Driver's License I.D. # \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**Facility Requesting:** Benedict Farm Park Pavilion \_\_\_\_\_ River Front Park Pavilion \_\_\_\_\_

Describe Use: \_\_\_\_\_

(use add'l sheet if needed)

Event Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_

The undersigned will be responsible for the above facility, will assume full accountability for damage incurred to Town of Montgomery property, equipment, and will insure that the facility will be left in a clean and orderly condition.

**Cancellation Policy for Town of Montgomery Parks:**

- Reservations cancelled 14 days or more prior to the event receive a full refund.
- Reservations cancelled 13 days for less prior to the event will forfeit \$100 deposit.
- All fees are retained by the Town of Montgomery if you fail to arrive and do not inform the Recreation Department of a cancellation in advance.
- The Recreation Department will make every attempt to re-schedule a weather-related cancellation.

**Insurance Requirements must be provided at the time of the application:**

Individuals must provide a special event policy in a limit not less than \$500,000.00, which proof of insurance must specifically name the Town of Montgomery (110 Bracken Road, Montgomery, NY 12549) as an additional insured.

Large events (50+ persons), businesses or corporations, the undersigned will be responsible to provide a One Million Dollar liability insurance certificate naming the Town of Montgomery (110 Bracken Road, Montgomery, NY 12549) as additional insured on a primary non-contributory basis with a waiver of subrogation.

To comply with this requirement, an individual, business or organization may obtain a Certificate of Insurance; referred to as a one day "special event rider" through the insurance agency that provides their Homeowner's, Renter's or Business Policy. A Certificate of Insurance may also be obtained through an online Event Insurance provider. (Do a google search for "Event Insurance" for options)

**NO ALCOHOLIC BEVERAGES ALLOWED ON PREMISES unless waiver is granted by Town of Montgomery Board. If interested in an alcohol waiver, applicant must apply at least one month prior to event. Proper insurance required prior to approval (Same as Large Events)**

**Town Supervisor Signature for waiver** \_\_\_\_\_

The Town of Montgomery reserves the right, as a condition to granting this application to require additional responsible persons in addition to the applying organization. Previous experience has shown that the supervision of one (1) adult is necessary for every ten (10) non-adults present. ***This is a REVOKABLE PERMIT and subject to change, if necessary.***

**Agreement— must be completed by applicant**

The undersigned is 21 years of age or more and has read this form and attached regulations and agrees to comply with them. He or she agrees to be responsible to the Town of Montgomery for the use and care of the facilities. He or she, on behalf of \_\_\_\_\_, does hereby covenant and agree to defend, indemnify and hold harmless the Town of Montgomery from and against any and all liability, loss, damage, claims or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town’s property facilities and/or services by permittee.

**Signature of Individual/Organization’s Representative** \_\_\_\_\_

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

I understand and agree to all conditions listed above.

_____	_____
Applicant Signature	Date
_____	_____
Recreation Director Approval	Date
_____	_____
Town Supervisor Approval	Date

**Fee Schedule:**

Residents: \$150.00 per day  
Non-Resident: \$225.00 per day

**All fees are due at time of application**

All uses require a \$100.00 refundable deposit  
\*Checks Payable to the Town of Montgomery\*  
Need 2 separate checks: One for deposit and One for fee

**A COPY OF THIS SIGNED APPLICATION  
SERVES AS YOUR PERMIT**

**A copy of the Town Park Rules are available upon  
request**

***For Office Use ONLY:***

Total amount due: \_\_\_\_\_  
Paid: Cash \_\_\_\_\_ Check \_\_\_\_\_  
Indemnification signed \_\_\_\_\_  
Insurance requirements met \_\_\_\_\_  
Deposit check Submitted \_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Denied