



Town of Stony Creek
 Park Pavilion/Town Hall Reservation Form
 52 Hadley Rd
 P.O. Box 96
 Stony Creek, NY 12878
 518-696-3575

DATE STAMP RECEIVED BELOW

Requesting (circle one) Park Pavilion Town Hall

Park Pavilion This reservation form entitles use of Pavilion only. Other areas of the Park remain open to public access and use.

Town Hall This reservation form entitles use of the meeting room, kitchen and bathrooms

Is your reservation for a fundraising or other event (open to the public) YES NO
 Is your reservation for individual/family use (i.e. birthday party, etc.) YES NO

CONTACT INFORMATION

NAME _____

ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

EVENT INFORMATION

DATE REQUESTED _____

TIME REQUESTED FROM _____ TO _____

REASON FOR RESERVATION _____

ESTIMATED NUMBER OF PEOPLE AT THE EVENT _____

WILL YOU HAVE MUSIC? _____

WILL YOU HAVE ANY TYPES OF INFLATABLES/RECREATIONAL TOYS? _____

IF YES, Certificate of Insurance is required naming the Town additional insured.

VENDOR NAME _____

WILL YOU BE SETTING UP TENTS? _____

 SIGNATURE

 DATE

SUGGESTED DONATION FOR USE OF PAVILION or TOWN HALL \$10.00 to \$50.00 Thank You.

RESERVATIONS ARE SECURED ONLY WHEN FORM RECEIVED

Checks payable to: *Town of Stony Creek*
P.O. Box 96
Stony Creek, NY 12878

Other Information and Park rules:

- * A Key is available for pickup prior to your event
- * The reserved use of the park pavilion/town hall is by permission of the Town Board only.
- * Reservations made not be transferred, assigned or sublet to another individual or organization.
- * The Park closes at 9:00 p.m.
- * Food/Catering services: User is responsible for making sure vendor protects the ground/floor surfaces and haul away all waste from food preparation (i.e. grease, oil, etc.)
- * The Individual signing the form is the Responsible party
- * Please pick up after yourself and leave pavilion/town hall as you found it.