



Town of Shandaken

PARK APPLICATION

Name of Person in Charge _____

Mailing Address _____

Phone or Cell _____ Email _____

Facility Requested:

☐ Glenbrook ☐ Big Indian ☐ Smith ☐ Simpson ☐ Parish Field

Date/Event Hrs _____ Number of Guests _____ Gathering Type _____

Is Event Open to the Public? _____

Groups over 25 or open to the public > ALL Must provide additional ONE DAY EVENT Certificate of Insurance, demonstrating liability coverage for the specified event, specifying Town of Shandaken as additional insured.

***Town Parks cannot be rented for private profit events**

RETURN THIS APPLICATION TO:

The Town Clerk's Office, PO Box 67, Shandaken, NY 12480 with **two checks**.

The **first check of \$100.00 / non-residents or \$50.00 / residents** is your **deposit**. The **second check of \$50.00** is your **fee**.

Fees are now regardless of the size of your party. If you do cancel your party, please let us know immediately, since we often have a waiting list for certain weekends. Make your checks out to: **Town Clerk** (memo- on your check please indicate what park).

Your deposit will be refunded upon final inspection of the parks. Please allow at least two weeks for it to be returned. (We do not deposit your "deposit" check, unless there is a problem. The park staff will notify our office if there has been damage or garbage left in the rented park). Ball Fields are only available if there are no prior games scheduled. Little League, Softball, Babe Ruth, Soccer and Football have rental priority.

DOGS: Must have recent Rabies Tag, Be Leashed & Owner responsible to clean up after dog.

GARBAGE: You must provide your own liners for the garbage cans; you bag them and

TAKE ALL GARBAGE WITH YOU AT THE END OF THE EVENT.

You will be billed for the garbage you left behind. Please be respectful of the park neighbors. Any other issues, please call the Town Clerk's Office at 845-688-5004. Thank you! On weekends call 911 for local police.

FORM OF DEPOSIT/AMT.: _____

FORM OF PAYMENT & CK.# _____

Will you be serving Beer or Alcohol at your event? ☐ YES ☐ NO

IF yes, Alcoholic Beverages will be allowed provided that insurance coverage is obtained for at least \$1,000,000.00 (One Million Dollars), listing the Town of Shandaken as an additional insured. This policy must be filed with Town Clerk.

I have read the above and agree to the terms of the rental

RETURN THIS ENTIRE FORM SO WE MAY PROCESS YOUR PERMIT. (Do not write below this line. Office use only)

Town of Shandaken Park Permit

Permit Granted To: _____

Location: _____

Date and Time: _____

FORM OF DEPOSIT/AMT.: _____

FORM OF PAYMENT & CK.# _____

Town Official Approval