



Town of Montgomery
110 Bracken Rd
Montgomery, NY 12549
845-457-2600 x1287
Email: tadkins@townofmontgomery.com
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 & # of People: _____

(use add'l sheet if needed)

Event Date(s): _____ Morning(6-1pm) Afternoon (1pm-Close)

Each pavilion rental includes use of pavilion for one booking period. Pavilion rentals are allowed for events with a max of 50 people. Over 50 people, refer to Event Use Fees.

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 or 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)

INDEMNIFICATION (Signature Required)

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

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 _____

Fee Schedule:

Booking Periods:

Morning: 6AM– 1:00 PM • Afternoon: 1:00 PM – park closing
Full-day reservations may be made by booking both time slots.

Benedict Farm Park Pavilion

Residents: \$150.00 per booking period
Non-Residents: \$225.00 per booking period

Riverfront Park Pavilion

Residents: \$100.00 per booking period
Non-Residents: \$175.00 per booking period

Events & Tournaments (50 or More People)

Under 150 people: \$500.00 per event day
Over 150 people: \$1,000.00 per event 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 payments/checks: One for deposit and One for fee

For Office Use ONLY:

Total amount due: _____

Paid: CC _____ Cash _____ Check _____

Indemnification signed _____

Insurance requirements met _____

Deposit check Submitted _____

____ Approved ____ Denied

**A COPY OF THIS SIGNED APPLICATION SERVES AS YOUR PERMIT
A copy of the Town Park Rules are available upon request**