

## Town of Lumberland

### Application for Pavilion Reservation Only

(Town of Lumberland Residents only)

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You must call the Town Clerk's office at 845-856-8600 ext #1210 or #1228, to check availability prior to submitting this application.

A Certificate of Insurance will be required for ALL reservations. The Certificate of Insurance must name the Town of Lumberland as the additional insured and must be in the amount of \$1,000,000.

Is your Certificate included with this application ( **YES / NO** ) or will you be providing it at a later date? **PLEASE NOTE: If you are providing it at a later date, it must be given to the Town Clerk at least 48 hours before your event.**

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#### **Applicant Information – Please Print**

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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Photo ID # and State of Issuance: \_\_\_\_\_

#### **Event Information**

Purpose of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_

Will you need electric for your event? YES / NO

By signing below, you agree to the terms of the attached Fee Schedule for the Pavilion and the Rules and Regulations for the Pavilion and Park.

I am at least 21 years of age. I hold the Town of Lumberland and its employees harmless and indemnified for all damages, claims, and liabilities that may arise or occur as a result of the negligence, gross negligence, or reckless conduct of any person attending my event.

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

## Fee Schedule for Pavilion

*All fees are as adopted by the Town of Lumberland Town Board.*

<b># of Guests</b>	<b>Town Residents Deposit</b>	<b>Refund Amount</b>
20-25	25.00	25.00
26-50	50.00	50.00
51-75	75.00	75.00
76-100	100.00	100.00
100-150	125.00	125.00
150-200	150.00	150.00

The fee above include a Security Deposit. Your fee is refundable if the premises are returned to their original condition. There shall be NO damage to the benches and tables at the Pavilion. The Pavilion shall be free of garbage. Please read the following page, **Town of Lumberland Rules and Regulations for Pavilion and Park**, which details the clean-up procedures.

*Failure to abide by these rules will result in the forfeiture of any monetary return.*

***\*All Town of Lumberland Programs and the Eldred Central School District are exempt from these provisions.***

APPLICANT'S INITIALS \_\_\_\_\_

## Town of Lumberland

### Rules and Regulations for Pavilion and Park

1. Reservation Fee/Security Deposit must be paid at the time of the reservation and signing of the contract.
2. As mentioned on the application, a Certificate of Insurance must be provided.
3. You will need to provide your own garbage can liners for your event. ***You must take your garbage with you when you leave to eliminate the attraction of animals.*** There is to be ABSOLUTLY no garbage left lying on the ground or on the tables.
4. If needed, there is a barbeque grill available for use at the Pavilion. You will need to bring your own charcoal, clean the grids after use, and remove all charcoal after use. Please be sure that the charcoal is COLD before removal.
5. ***Pavilion reservations only:*** If electricity is required for your event, please contact the Town Clerk's Office prior to the event to make arrangements. For evening reservations, please turn off all lighting at the Pavilion when your event is over.
6. Bathrooms are available at Circle Park. (Seasonal)
7. Only park in designated areas. **Absolutely NO buses or bus parking.**
8. All decorations must be put up and taken down on the day of your event. Tape may be used but must be removed after use. Do not nail or tack anything to the picnic tables at the Pavilion or the Park. The tables are chained and cannot be moved. Please do not deface the tables or any other parts of the Pavilion or the Park.
9. Fireworks and Firecrackers are prohibited in the Town of Lumberland.
10. During your event, should inclement weather arise, please allow any/all persons using the park to take cover under the Pavilion.
11. When setting up for your event at the Pavilion, please use tables closest to the Town Hall first. We ask that you do this in case persons at Circle Park need to take shelter (see #10) or need to sit due to health related issues.

We will try to accommodate as many people as possible and we hope that everyone will enjoy the use of the Pavilion and the Park.

**Anyone abusing these rules and regulations will no longer be considered for use of the Pavilion or the Park in the future. Please make sure the persons in your party conduct themselves in an orderly and decent manner. The use of profanity, indecent or obscene language or gestures, and fighting are PROHIBITED.**

APPLICANT'S INITIALS \_\_\_\_\_