

For Office Use Only:					
Amount:	\$				
Receipt #:					
Check #:					
Cash:	□ Yes	□ No			

Name of Group/Contact Person: _	/	Phone:	
Refund Check made out to:			
Refund Mailing Address:	City	Zip	
Reservation Date Requested:	Number of l	People Expected:	
Purpose for use:			
Pavilions available: May 1st - Sep	otember 30th Hours: 8:00am to Dus	sk (1/2 hour before sunset)	
□ Outdoor Pavilion (next to	playground) Approx. 14 Tables	Time:	
□ Community Pavilion (alc	ong south shore of lake) Approx. 18 Tables	s Time:	
□ <b>Indoor Pavilion</b> (building	g with bathrooms) Approx. 9 Tables	Time:	
□ Walnut Pavilion (At Waln	nut Mt'n Park) * No Sink * Approx. 10 Tables	Time:	
	tion at pavilion gets a discount price of \$1.00 to the There are no guarantees it will be available the		
Fees: Group Size   Resident	t Fee □ Non-Resident Fee	Clean-up Deposit	
□ <b>Up to 150ppl</b> \$100.00	\$200.00	\$100.00	
	\$200.00 ion Liability Insurance Certificate with the <u>To</u> Insured must be supplied at time of pavilion re	<del>-</del>	
	mined after Parks & Recreation Board/Town		
from the consumption of mood altering Regulations must be adhered too.  1) User fee and Clean-up deposit must be per and the deposit will be returned via the Town was left in satisfactory condition (Pavilion of Time - Dusk). Failure to do so will result in 12.2) Cancellation Refunds will be issued up ur days will not receive a cancellation refund. 3) The cost of damage repairs are the respond 4) Glass bottles are prohibited in Park. Hiba 6) TENTS: Are only allowed if you rent at the rental day and must be dismantled and packet be erected in designated area by pavilion. Telegraphs of the consumption of the proposition of the proposit	ntil 30 days prior to the date the pavilion is reserve	chief, or any other claim resulting s or her guests. All Park Rules & ibility of the person renting the pavilion fication by park staff that the pavilion can -up completed by <i>Park Closing</i> d. Any reservations made less than 30 must not be erected before 8:00am of st not be Larger than 30' x 60' and must ely anchored. You must provide your	
I have read and understand the rul Liberty Board and Parks & Recrea	les and regulations and agree to the ternation Board.	ms set forth by the Town of	
Signature	Date		

**Address:** 119 North Main Street, Liberty, NY 12754 **Phone:** (845)292-7690 **Fax:** (845)292-3588 Revised 1/16

# **Frequently Asked Questions about Pavilion Rentals**

# Please bring a copy of the rental agreement with you the day of the party so there are no discrepancies, and please read your rental agreement!

#### 1. What do I have to do to get my clean-up deposit refunded?

Make sure all garbage is in designated garbage cans. Make sure you clean the kitchen and take all your belongings with you when you leave. If possible find a Park attendant and ask that they check the pavilion before you leave. Your deposit will be refunded through the Town's monthly voucher system. Usually it only takes 1 -2 weeks to receive your refund check in the mail.

#### 2. How many tables are there in the Pavilion?

This depends on the Pavilion you are renting. If you are renting the **Outdoor Pavilion =** approx.14 picnic tables; **Indoor Pavilion =** approx. 9 picnic tables; **Community Pavilion =** approx. 18 picnic tables; **Walnut Pavilion =** approx. 10. If you will need more, you can ask for a special request, we will do our best to accommodate you. This also depends on the # of Pavilions that are rented on that day.

### 3. What time does the Park open and when does it close?

Our parks open at 8:00 am and close at dusk. Dusk is 1/2 hour before sunset.

## 4. What do we do if the garbage cans become full?

Ask one of the Park Attendants to bring you some more garbage bags. They will also get rid of your garbage for you.

#### 5. Will the Hanofee Park Pool be open that day, and what is the cost?

It would depend on what month you are renting a pavilion. Generally the pool opens the last weekend of June and closes around mid - August. There are no guarantees it will be available the day of the pavilion rental. If you have rented a pavilion your party would pay \$1.00 per person. You need to bring the rental agreement to the pool and pay for each person entering.

#### 6. Will Pavilions be open or do we need to get a key?

All pavilions will be opened the morning of your rental.

#### 7. Are we allowed to set up the night before?

No. We can't be responsible for anything left overnight at the parks.

#### 8. <u>Does the Park supply fishing licenses and bait?</u>

No we do not. You can obtain a fishing license from the Town Clerk's office. Monday – Friday 8:30 am to 4:30 pm.

#### 9. What is included in our Pavilion Rental?

Your rental includes the use of the pavilion. Each pavilion has a refrigerator, stove & oven.

#### 10. Are we allowed to have Blowup rides?

No, due to Insurance Liability we can't allow that.

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