



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): \_\_\_\_\_ Today's Date: \_\_\_\_\_

Representative/Applicant: \_\_\_\_\_ Driver's License I.D. # \_\_\_\_\_

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

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Facility Requesting: Benedict Farm Park Pavilion \_\_\_\_\_ River Front Park Pavilion \_\_\_\_\_

Describe Use: \_\_\_\_\_ (use add'l sheet if needed)

Any storage or building request that corresponds with park: (write in) \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_

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.

**Insurance Requirements must be provided at the time of the application:**

**Individuals** must provide proof of homeowners, renters or a special event policy in a limit not less than \$500,000.00, which proof of insurance must specifically name the Town of Montgomery as an additional insured.

**Large events, businesses or corporations,** the undersigned will be responsible to provide a One Million Dollar liability insurance certificate naming the Town of Montgomery as additional insured.

“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 Home Owner’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)”

**NO ALCOHOLIC BEVERAGES ALLOWED ON PREMISES unless waiver is granted by Town of Montgomery Board prior to event. Proper insurance required prior to approval being granted for alcohol waiver (Same as Large Events above.)**

**Town Supervisor Signature for waiver** \_\_\_\_\_.

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 REVOCABLE PERMIT and subject to change, if necessary.**

Agreement

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 \_\_\_\_\_

**Fee Schedule:**  
 Residents: \$150.00 per day  
 Non-Resident: \$225.00 per 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 checks: One for deposit and One for fee

**A copy of this signed application serves as your permit**

**A copy of the Town Park Rules are available upon request**

I understand and agree to all conditions listed above.

\_\_\_\_\_ Date \_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
 Recreation Director Approval

\_\_\_\_\_ Date \_\_\_\_\_  
 Town Supervisor Approval

**For Office Use ONLY:** Total amount due: \_\_\_\_\_

Paid: Cash \_\_\_\_\_ Check \_\_\_\_\_

Indemnification signed \_\_\_\_\_

Insurance requirements met \_\_\_\_\_

Deposit Check Submitted \_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Denied