



# Town of Shandaken

## PARK APPLICATION

Name of Person in Charge \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone or Cell \_\_\_\_\_ (Where you can be reached the day of the party)

Email \_\_\_\_\_ (If you would like to have permit sent to you)

Facility Requested:

Glenbrook Park  Big Indian Park  Parish Field

Date of Event \_\_\_\_\_ Number of Guests \_\_\_\_\_

Hours (am/pm) \_\_\_\_\_ Type of Gathering \_\_\_\_\_ (wedding, fund raiser, etc.) \_\_\_\_\_

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

**PLEASE READ THE FOLLOWING VERY CAREFULLY AND SIGN TO ITS TERMS BELOW:**

### 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. Non-profits please contact our office regarding fees. 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 week 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 parks). Ball Fields are only available if there are no prior games scheduled. Little League, Softball, Babe Ruth, Soccer and Football have priority over rentals.

**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 parks neighbors. Any other issue's, please call the Town Clerk's Office at 845-688-5004. Thank you!

**\*Parking ONLY in Parking Lots. Parish Field - No Parking on Field. Vendors must unload & move car offsite**

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 the Town Clerk at least 10 (ten) days prior to the date scheduled for the event.**

\_\_\_\_\_  
**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