



Supervisor: (845) 688-7165
 Police: (845) 688-9902
Town Clerk: (845) 688-5004
 Justice Court: (845) 688-5005
 Assessor: (845) 688-5003
 Assessor Fax: (845) 688-5708
 ZBA/ZEO/Planning: (845) 688-5008
 Highway: (845) 688-9901
 Fax: (845) 688-2041

"The Heart of the Park... Where the Eagle Soars"

www.shandaken.us

P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

PARK APPLICATION

Facility Requested: [] Glenbrook [] Big Indian [] Smith [] Simpson [] Parish Field

Applicant Information

Person in Charge _____ Email _____
 Mailing Address _____ Contact Number _____
 City/State/Zip _____

Event Information (Town Parks CANNOT be rented for private profit events)

Date: _____ Hours: _____ Gathering Type: _____

Number of Guests: _____ Will the event be open to the public? [] YES [] NO

Any gathering over 25 guests, or open to the public, **MUST provide an additional ONE DAY EVENT Certificate of Insurance, demonstrating liability coverage for the specified event, listing Town of Shandaken as additional insured.**

Will you be serving Beer or Alcohol? [] Yes [] No **If yes, alcoholic beverages can be allowed provided that insurance coverage for at least \$1,000,000 listing the Town of Shandaken as an additional insured can be provided.**

Return This Application To: Town Clerks Office, PO Box 67, Shandaken, NY with TWO CHECKS:

The first check of \$100 for non-residents OR \$50 for residents is your deposit. The second check of \$50 is your fee (regardless of the size of your party.) If you cancel your event, please let us know immediately since we often have a wait list for other interested parties. Checks made out to Town Clerk w/a memo indicating which park are accepted, and cc payments are accepted at the Town Clerks Office or on our website at shandakenpayments.com.

Your deposit will be refunded upon final inspection of the rented park. Please allow at least two weeks for the refund. Park staff will notify our office of any damage or garbage left behind. Ball fields are only available if there are no games scheduled. Little League, Softball, Babe Ruth, Soccer, and Football have rental priority.

DOGS: must have recent rabies tag, be leashed, and the owner is responsible for cleaning up after their dog.
GARBAGE: You must provide your own liners for the garbage cans and REMOVE ALL garbage at the end of the event.

Please be respectful of the park neighbors. Contact the Town Clerks Office with any questions.

_____ I have read the above and agree to the terms

OFFICE USE ONLY

Form of Deposit/Amt: _____ Permit Granted To: _____
 Form of pymt/Check #: _____ Location: _____
 Date/Time: _____

_____ Town Official Approved