

Town of Minerva

5 Morse Memorial Highway, P.O. Box 937, Minerva, NY 12851-0937
 Telephone (518) 251-2869 ♦ Fax (518)251-5136 ♦ email: admin@townofminervany.gov

Application for use of Town Hall, Community Center, Pavilion, Park or Athletic Field

PAVILION / PARKS/ BUILDING REQUESTED:

#3 Pavilion New/Skate Rink	#2 Pavilion MYP / Large	#1 Pavilion Small	__ OTHER:
Town Hall Upper	Town Hall Lower	Community Center 1652 NYS 28N	
Picnic Tables (Pavilions Only)	Tables (Comm. Ctr. & Town Hall Only)	Chairs (Comm. Ctr. & Town Hall Only)	

USER INFORMATION:

Event Title:	Event Date:	Event Time:
Person Reserving:	Set up Start time:	End time:
Key Required: <input type="checkbox"/> YES or <input type="checkbox"/> NO <small>(Check one)</small>	Purpose of use: <small>(party, fundraiser, reunion, picnic, etc.)</small>	
Circle One: <input type="checkbox"/> Resident* <input type="checkbox"/> Non-Resident <input type="checkbox"/> Non-Profit <small>*Attach Proof of Residency (ID, Rental Agreement, Tax Bill)</small>		
Phone:	Email:	
Security Deposit Return, Check One: <input type="checkbox"/> Pick up <input type="checkbox"/> Destroy <input type="checkbox"/> Mailed		
If mailed is requested, please provide a return address		
Address: _____ State: _____ Zip: _____		
<small>Once the facility is cleared, the Security Deposit is returned or destroyed. CASH requires pick up, please bring your receipt to claim.</small>		

FACILITIES

Restrooms are available at Minerva Beach. Various sports equipment is also available for loan. Please contact Minerva Town Hall for details.

SET-UP / CLEAN-UP

Set up is the responsibility of the Reserving Party.

Town of Minerva Parks and Building are carry in – carry out facilities. Please leave tables, floors, and grounds free of litter. Sweep and/or mop if necessary. Grill fires must be extinguished.

Patrons are responsible for the removal of ALL trash. The security deposit is required for all reservations to ensure compliance with this policy.

ALCOHOL

Park regulations permit alcoholic beverages only at picnic tables, and only when consumed with a meal. A separate permit is required to have an alcohol-dispensing container in the park (keg of beer or wine dispenser). Liquor is not allowed.

CLOSING

Area must be cleaned and vacated by the closing time noted on permit.
 In Parks areas, there is a quiet time of 10pm.

FEES

\$100 Refundable Security Deposit & Rental Charges

REFUNDS

Refunds are not issued for cancellations

I understand this **Application** and the **Indemnification and Contribution Agreement** (enclosed) must be signed & filed with the Town of Minerva prior to the event and no later than 10 business days upon receipt. Failure to do so will terminate this agreement. I understand that revocation may be made upon board discretion.

Applicant Signature: _____ **Date Signed:** _____

*It is the intention of the Town of Minerva to provide facilities and services to make your outing an enjoyable one.
 Your suggestions are welcomed.*

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Office Use Only

Reservation Approval:	Date:
Copies Provided to: () Parks & REC () Supervisor () Office	Method Given to Applicant: () MAIL () FAX () E-Mail () PICK-UP
Deposit Received:	Receipt # & Date:
Reservation Fee Received:	Receipt # & Date:
Total Received:	Key Returned: YES / NO
Deposit Return Approved: Yes /No (SEE NOTES)	
Date Deposit Returned: _____	
Authorized Staff Initial: _____	

NOTES:
