

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 FACILITIES (BUILDINGS)

PAVILION / PARKS / BUILDING REQUESTED:

#3 Pavilion: New/Skating (Max. Occupancy)	#2 Pavilion: Large/MYP (Max. Occupancy)	#1 Pavilion: Small (Max. Occupancy)
Town Hall Upper; 5 Morse Mem. Hwy (60 Max. Occupancy)	Community Center; 1652 NYS 28N (135 Max. Occupancy)	Other:

USER INFORMATION:

Reserving Person:	Event Date:	Start Time:
Purpose of use: (private party, public event, fundraiser, memorial service, etc.)		End time:
Phone:	Email:	Key Required: <input type="checkbox"/> Yes <input type="checkbox"/> No (Community Center Only)
Check One: <input type="checkbox"/> Resident* <input type="checkbox"/> Non-Resident <input type="checkbox"/> Non-Profit Organization <small>*We may request a proof of Residency (ID, Rental Agreement, Tax Bill)</small>		
\$100 Security Deposit return method: <input type="checkbox"/> Pick up <input type="checkbox"/> Destroy <input type="checkbox"/> Mailed (provide address for mailing)		
Address: _____ State: _____ Zip: _____		
Alcohol: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BYO (Bring Your Own) - No permit required <input type="checkbox"/> Serving or Selling - Requires NYS Liquor Authority; e.g. One-Day Alcohol Event Permit, etc	
Kitchen Use: <input type="checkbox"/> YES <input type="checkbox"/> NO	Approved by:	
Food being Served:	<input type="checkbox"/> Serving the Public - DOH Permit <i>REQUIRED</i> - <u>Permit Provided:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Being Catered - Caterer is required to hold a DOH permit. <input type="checkbox"/> Private Event - No Permit required	
RESTROOMS AVAILABLE: Restrooms are available at Donnelly Beach, Community Center, Town Hall, #3 Pavilion, and Courtney Park.		
QUIET TIME: Must adhere to quiet times at Minerva Rec Area: Quiet Time is 10:00 pm to 7:00 am.		
SET-UP / CLEAN-UP: Set-up AND clean-up are the responsibility of the Reserving Party. Town of Minerva Parks and Buildings are carry-in & carry-out facilities. 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 may not be refunded if you do not comply with this policy.		
ALCOHOL USE: If alcohol is planned at your event; BYO events do not require a permit. If you plan to SERVE OR SELL alcohol at ANY PUBLIC OR PRIVATE event you are required to obtain a permit with the NYS Liquor Authority. Hard Liquor is not allowed.		
CLOSING: Area must be cleaned and vacated by the closing time noted on permit.		
FEES: \$100 REQUIRED Refundable Security Deposit & Non-Resident Rental Fees.		
REFUNDS: Refunds are not issued for cancellations.		
I understand all the rules on this Application and the Indemnification and Contribution Agreement (enclosed), and 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: _____
<i>It is the intention of the Town of Minerva to provide facilities and services to make your outing an enjoyable one.</i>		

