

**Town of Clinton - Pavilion Use Application**

On Line Version - Printable

Mail completed form (and all required paperwork) to:

**Daniel Harkenrider, Recreation Dir.**

**12 Friends View**

**Clinton Corners, NY 12514**

**Instructions:**

- Fill in the date for which you are applying
- Pavilion Rental time is **8 AM to 7 PM** on requested date
- It is very important that all information is given for the contact person or the application will be void

**Fees:**

**Resident \$200.00 Non-resident \$300.00 Organization \$375.00 Commercial Rental: \$700.00**

Date Requested for Pavilion Use: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Insurance Provider: \_\_\_\_\_

*(A Certificate of Insurance must be provided Please contact your Homeowners' Insurance Agent and request a Rider on your policy to cover the pavilion rental and your guests).*

Group Size (number of people you intend on having in the pavilion): \_\_\_\_\_

Type of Activity (birthday party, anniversary party, etc): \_\_\_\_\_

Will Food Be Served? (Yes/No): \_\_\_\_\_

Special Requests: \_\_\_\_\_

**General Information:**

- No one will be allowed to rent the pavilion without:
  - o the Application,
  - o a copy of the insurance certificate,
  - o a separate deposit check in the amount of \$100.00 (**Refundable if kitchen & pavilion are clean at the end of the event**), and
  - o the rental fee (checks made payable to: **Town of Clinton**) returned to the Recreation Director at least four weeks prior to the function
- **Recreation Director should (Please check choice):**  Return deposit check  Shred deposit check
- Call the Recreation Director (914-489-0962) 2-3 days before the day of the function to get directions for getting the kitchen opened
- For further information contact:  
Dan Harkenrider 914-489-0962 or email: Dan@TownofClinton.com

***For office use only:***

Rental Check # \_\_\_\_\_

Deposit Check # \_\_\_\_\_

Insurance ck. Rec'd \_\_\_\_\_