**Park Pavilion/Town Hall Reservation Form**

**Address:**
52 Hadley Rd
P.O. Box 96
Stony Creek, NY 12878
518-696-3575

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**Requesting (circle one)**
- **Park Pavilion**
- **Town Hall**

**Park Pavilion**
This reservation form entitles use of Pavilion only. Other areas of the Park remain open to public access and use.

**Town Hall**
This reservation form entitles use of the meeting room, kitchen and bathrooms.

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**Is your reservation for a fundraising or other event (open to the public)**

- YES
- NO

**Is your reservation for individual/family use (i.e. birthday party, etc.)**

- YES
- NO

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**CONTACT INFORMATION**

- **NAME**
- **ADDRESS**
- **PHONE NUMBER**
- **EMAIL ADDRESS**

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**EVENT INFORMATION**

- **DATE REQUESTED**
- **TIME REQUESTED FROM**
- **TO**

**REASON FOR RESERVATION**

- **ESTIMATED NUMBER OF PEOPLE AT THE EVENT**
- **WILL YOU HAVE MUSIC?**
- **WILL YOU HAVE ANY TYPES OF INFLATABLES/RECREATIONAL TOYS?**

If YES, Certificate of Insurance is required naming the Town additional insured.

**VENDOR NAME**

**WILL YOU BE SETTING UP TENTS?**

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**SIGNATURE**

**DATE**

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**SUGGESTED DONATION FOR USE OF PAVILION or TOWN HALL $10.00 to $50.00**

Thank You.

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**RESERVATIONS ARE SECURED ONLY WHEN FORM RECEIVED**

Checks payable to:

- Town of Stony Creek
- P.O. Box 96
- Stony Creek, NY 12878

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**Other Information and Park rules:**

- * A Key is available for pickup prior to your event
- * The reserved use of the park pavilion/town hall is by permission of the Town Board only.
- * Reservations made not be transferred, assigned or sublet to another individual or organization.
- * The Park closes at 9:00 p.m.
- * Food/Catering services: User is responsible for making sure vendor protects the ground/floor surfaces and haul away all waste from food preparation (i.e. grease, oil, etc.)
- * The Individual signing the form is the Responsible party
- * Please pick up after yourself and leave pavilion/town hall as you found it.