



TOWN OF NEW LEBANON
 14755 ROUTE 22 N
 P.O. BOX 328
 NEW LEBANON, NY 12125
 PH: (518) 794-8888 FAX: (518) 794-9694

PAVILION RENTAL APPLICATION

Applicant's Name: _____ Telephone #: _____

Mailing Address: _____

Physical Address (if different): _____

Date of Rental: _____ Approximate # of People: _____
(only used to determine the number of tables to set up)

Time you would like the kitchen to be opened: _____ (Please note AM or PM)

Time you will be done: _____ (Please note AM or PM)

Will you be cooking? Yes No

If yes, do you plan to use the grill inside the kitchen? Yes No

If yes, do you plan to use the stove inside the kitchen? Yes No

Do you plan to use the barbecue pit? Yes No

Will alcoholic beverages be sold? Yes No

Will alcoholic beverages be consumed on premises? ** Yes No

** (If answered YES, sign Alcoholic Beverage Special Permit)

Certificate of Insurance required:

A Certificate of Liability Insurance must be submitted to the Town Clerk at least two (2) weeks prior to the rental date. This certificate is supplied by your insurance carrier. Some policies limit the extension of liability coverage and will not extend it in these types of rental situations. If that is the case, you will need to purchase a one-day event policy. Without liability coverage, we cannot rent the pavilion. You can have your insurance carrier mail the certificate directly to us @ The Town of New Lebanon, P.O. Box 328, New Lebanon, NY 12125; fax it to us at 518-794-9694 or email it to us at deputytownclerk@townofnewlebanon.com.

Fee (payable to **New Lebanon Town Clerk**, must be remitted at least two (2) weeks prior to the rental date)

Residents*	\$50.00
Non-residents	\$150.00

*(Residents: town property taxes for your residence are paid to the Town of New Lebanon. School tax districts do not coincide with town tax districts; payment of school taxes to New Lebanon Central School District does not mean the property is within the town of New Lebanon.)

Please understand that you are responsible for seeing that the kitchen is cleaned, the refrigerator/kitchen is emptied of any leftovers, and all garbage is placed in the barrels provided by the town. **Please note, helium tanks CANNOT be disposed of by the town or in the town's dumpster. If you bring helium tanks to blow up balloons, you MUST take the empty tank home with you.**

You may bring your own horseshoes, volleyball equipment, etc. for your enjoyment and you have the right to use the playground, ball fields, tennis courts, basketball court, etc. if they are not being used.

Please note that the Pavilion is used as the center of the Town's Summer Youth Program during July and August. They often have paper products, juices, and other items in the kitchen cabinets and one (1) refrigerator. *Please do not use their supplies.*

Applicant's Signature

Date