

**Town of Liberty  
Parks & Recreation Department  
Park Pavilion Reservation Form**

|                                    |  |
|------------------------------------|--|
| <b><u>For Office Use Only:</u></b> |  |
| Amount: \$                         | _____  |
| Receipt #:                         | _____  |
| Check #:                           | _____  |
| Cash:                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Name of Group/Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name clean up refund should be issued to: \_\_\_\_\_

**Reservation Date Requested:** \_\_\_\_\_ **Number of People Expected:** \_\_\_\_\_

**Purpose for use:** \_\_\_\_\_

**Hanofee Park: *Open: May 1st - September 30th Hours: 8:00am to Dusk (1/2 hour before sunset)***

(Circle the Pavilion you wish to reserve, then fill in the reservation times.)

**Walnut Mountain Pavilion** Times: \_\_\_\_\_ To: \_\_\_\_\_

**Outdoor Pavilion** (next to playground) Times: \_\_\_\_\_ To \_\_\_\_\_

**Community Pavilion** (along south shore of lake) Times: \_\_\_\_\_ To \_\_\_\_\_

**Indoor Pavilion** (building with bathrooms) Times: \_\_\_\_\_ To \_\_\_\_\_

**Will your Group be using the Pool?** YES \_\_\_\_\_ NO \_\_\_\_\_

(Anyone attending function at pavilion gets discount price of \$1.00 to use pool)

| Fees: Group Size  | <input type="checkbox"/> <input type="checkbox"/> Resident Fee          | <input type="checkbox"/> <input type="checkbox"/> Non-Resident Fee | Clean-up Deposit |
|---|---|--|------------------|
| <input type="checkbox"/> <input type="checkbox"/> 25-150  | \$175.00  | \$275.00   | \$100.00         |
| <input type="checkbox"/> <input type="checkbox"/> 151-300 | \$275.00  | \$375.00   | \$200.00         |
| <input type="checkbox"/> 301 +                            | Fee to be determined after Parks & Recreation Board/Town Board Approval |  |                  |

**Note:** This reservation will be issued on the condition that the **applicant holds the Town of Liberty free and harmless from any and all claims for damage** arising out of illness, accident, mischief, or any other claim resulting from the consumption of mood altering substances, by the applicant or any of his or her guests.

- Rules:**
- 1) User fee and Clean-up deposit *must be paid at time of reservation*. Clean-up is the responsibility of the person renting the pavilion and the deposit will be returned via the Town of Liberty monthly voucher system pending notification by park staff that the pavilion was left in satisfactory condition (Pavilion cleaned to original condition) and clean -up completed by **Park Closing Time - Dusk**. Failure to do so will result in forfeiture of clean-up deposit.
  - 2) Cancellation Refunds will be issued up until 30 days prior to the date the pavilion is reserved. Any reservations made less than 30 days will not receive a cancellation refund.
  - 3) The cost of damage repairs are the responsibility of the users.
  - 4) Glass bottles are prohibited in Park.
  - 5) Hibachis and or grills are prohibited on picnic tables.
  - 6) Political solicitation is prohibited.

**I have read and understand the rules and regulations and agree to the terms set forth by the Town of Liberty Board and Parks & Recreation Board.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Address:** 119 North Main Street Liberty, NY 12754

**Phone:** (845)292-7690

**Fax:** (845)292-3588

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