



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: \_\_\_\_\_

Will you be cooking?

Yes  No

If yes, do you plan to use the grill inside the kitchen?

Yes  No

Do you plan to use the barbecue pit?

Yes  No

Will alcoholic beverages be sold?

Yes  No

### **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](mailto:deputytownclerk@townofnewlebanon.com).

### **Fee (payable to *New Lebanon Town Clerk*):**

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 and all garbage is placed in the barrels provided by the town.

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. *Please do not use their supplies.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date