

Town of Minerva

5 A.P. Morse Memorial Highway
P.O. Box 937
Minerva, NY 12851-0937
Telephone (518) 251-2869 ♦ Fax (518)251-5136 ♦ email: minerva.admn@frontiernet.net

Application for use of Facility, Park, or Athletic Field

Facility / Parks/ Pavilion requested:

() Large Pavilion	() Small Pavilion	() Bandstand	() Brannon Field
() Town Hall UPPER () LOWER ()	() Chairs	() Tables	() OTHER

USER INFORMATION:

Event Date: _____

Name:	Phone:	E-Mail Address:
Purpose of use:	Event Time: ALL DAY ()	Estimated attendance:
Total Hours: (set-up and teardown)	Organization:	

I understand this **Application** and the **Indemnification and Contribution Agreement** (enclosed) must be signed & filed with the Town of Minerva no later than 10 business days upon receipt. Failure to do so will terminate this agreement. I understand that revocation may be made upon board discretion.

Applicant Signature and Date

It is the intention of the Town of Minerva to provide facilities and services to make your outing an enjoyable one. Your suggestions are welcomed.

Facilities *Restrooms are available at Minerva Beach. Various sports equipment is also available for loan. Please contact Minerva Town Hall for details.*

Alcohol *Park regulations permit alcoholic beverages only at picnic tables, and only when consumed with a meal. A separate permit is required to have an alcohol-dispensing container in the park (keg of beer or wine dispenser). **Liquor is not allowed.***

Clean-up *Town Of Minerva Parks is a carry-in, carryout. **Park patrons are responsible for the removal of all trash. A security deposit is required for all rentals to ensure compliance with this policy.** Please leave tables, floors, and grounds free of litter. Grill fires must be extinguished.*

Closing *Area must be cleaned and vacated by the closing time noted on permit.*

Refunds *Refunds are not issued for cancellations.*

Office Use Only

Office Approval:	Date:
Copies To: <input type="checkbox"/> Parks & REC <input type="checkbox"/> Supervisor	Mailed to Applicant: ADDRESS: <input type="checkbox"/> E-Mail <input type="checkbox"/> Picked UP
Pavilion Deposit Required - (\$100.00/ 10 or more persons)	Approval:
Total Received:	Receipt # & Date:
Deposit Amount Returned:	Deposit Amount NOT Refunded: SEE "NOTES"

NOTES:
