

Town of Mount Hope
Department of Parks and Recreation

County of Orange, New York
1706 Route 211 West, Otisville, NY 10963
(845)386-5603

Park Pavilion Rental Contract/Policy # _____

Reservation Date: _____ Reservation Time: _____
(Month/Date/Year) (from/to)

Applicant's Name: _____ Organization: _____
(Please Print)

Address: _____

Phone: _____ Money Received: _____
(Home) _____ (Cell) _____ Rental _____ Deposit _____

1. The Pavilion is open for rental/reservation by all Town of Mount Hope residents as well as organizations operating within the Town. There is a \$50.00 rental fee as well as a \$50.00 security deposit due upon signing of the contract. A date may be reserved with the Highway Superintendent's office during regular business hours. All paperwork should be completed 30 days prior to the requested reservation date. Any cancellation less than 30 days prior to the event will be subject to the loss of the rental fee of \$50.00.
2. The Town of Mount Hope Highway Superintendent must be notified by calling 386-5603 or 741-7490, prior to the function of any unsatisfactory condition. If no one answers you must leave a message detailing the specific unsatisfactory condition. **All TRASH IS TO BE REMOVED FROM THE PARK after your event if it does not fit in our receptacles.** Failure to remove trash, clean Pavilion area, return the area to its original condition or any damages sustained during your event to Town of Mount Hope property will result in forfeiture of your deposit.
3. Pavilion usage is subject to the following conditions:
 - a. **ABSOLUTELY NO SMOKING OR ALCOHOLIC BEVERAGES ALLOWED.**
 - b. The Pavilion must be left in the same condition as found at the time of the initial inspection.
 - c. After the event, all garbage should be bagged and removed from the Park if it does not fit in our receptacles.
 - d. Parking is permitted on the side of the Pavilion next to the basketball and tennis courts (facing Finchville Turnpike). Under no circumstances should vehicles drive or park on grass areas around the Pavilion.
 - e. Failure to abide by any of the above conditions with result in forfeiture of your security deposit.

I have read the above agreement regarding the use of the Town of Mount Hope Park Pavilion and agree to abide by all of the conditions of this agreement.

Applicant's Signature: _____ Date: _____

Town Official Approval: _____ Date: _____