



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 : \_\_\_\_\_  
Month/Day/Year

Reservation Time : \_\_\_\_\_  
From/To

Applicant's Name : \_\_\_\_\_ Organization : \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_

Phone #'s Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Money Received: \_\_\_\_\_ Deposit: \_\_\_\_\_

**Event open to the public**

**Private Party**

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 \$75.00 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. Total amount of any cancellation less than 30 days prior to the event will be subject to the loss of the rental fee of \$75.00.
2. The Town of Mount Hope Highway Superintendent must be notified by calling 845-386-5603 or 845-741-7490, 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 the 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 will result in forfeiture of your security deposit.
- f. **The Pavilion is an OPEN AIR venue, no tarps or plastic should be used to enclosed the Pavilion. Under NO circumstances should ANY KIND of heating devises be used in or around the Pavilion.**
- g. **For both private and public events there must be a rider on your insurance naming the Town on it for any additional tents and/or blow-up amusement inflatables.**

**FOR PRIVATE PARTIES STOP HERE:**

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**FOR PUBLIC EVENTS:**

- 4. **All Public gatherings above 150 persons must be voted on by the Town Board for final approval. Serving food with outside vendors' must have Board of Health approval. The Town must be issued insurance certificates. If your event is open to the public please fill out additional information:**

**Initial below:**

a. Public event will not exceed 150 people

Public events that exceed 150 persons

if so amount anticipated: \_\_\_\_\_

b. I understand any food catered in at park may require Dept. of Health permit and this will be the applicant's responsibility.

c. Party's requiring additional police and or maintenance will be charged accordingly and shall be the sole responsibility of the APPLICANT.

**"The APPLICANT agrees to indemnify and save the TOWN OF MOUNT HOPE, its officers, agents, and employees harmless from any liability imposed upon the town, its officers, agents and/or employees arising from the APPLICANT'S use of the facility. The APPLICANT agrees that it will indemnify and save the TOWN harmless from all claims growing out of the lawful demands of any person or entity, incurred from the use of the facility by the APPLICANT.**

**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: \_\_\_\_\_