

Halfmoon Township Pavilion Rental Form

Date Received: _____

By: _____

Name: _____

Phone: _____

Address: _____

Email: _____

Organization Name (if applicable): _____

Date of Event: _____

Start Time: _____

End Time: _____

Venue

Autumn Meadow Park: _____

Municipal Lane Park: _____

Event Type

Meeting: _____

Wedding: _____

Reunion: _____

Birthday: _____

Other: _____

Number of Guests: _____

Will there be any music or entertainment?

Yes: _____

No: _____

Rules & Regulations

- The Township will accept pavilion rentals no more than one year in advance.
- The season for pavilion rentals from the first Saturday in April through the end of October, and the daily rental period runs from 8:00 a.m. to 8:00 p.m.
- Clubs, fundraisers, groups, organizations, and special event rentals are required to provide a certificate of liability insurance naming Halfmoon Township as additionally insured. Certificates must reference the specific date of the reservation and list a minimum of \$1,000,000 general liability policy. Proof of Insurance **must** be submitted with the pavilion rental form.
- Facility reservations must be paid in full at the time of reservation; **tentative reservations are not accepted**. A rental is complete once all documentation has been provided and the fees are paid.
- Reserving groups are entitled to sole occupancy of the rented pavilion.
- Pavilion reservations must include set-up time, the actual event time, and clean-up
- Per municipal ordinances, the possession or consumption of alcoholic beverages and/or illegal drugs on park properties is prohibited.
- Once a pavilion rental payment is received, any revision (site, date, time) to that reservation is subject to a \$20 Revision Fee, payable at the time of revision. The Revision Fee is not eligible for refund, transfer, or credit.
- Any cancellation within a **minimum of 8 calendar days** in advance of the reserved time is eligible for a refund, credit or transfer to another date or site (in the same year) minus the \$20 Revision Fee.
- Any cancellation **less than 8 calendar** days prior to the reserved time is not eligible for a refund, credit, or transfer.

I have read and understand these rules and regulations regarding my request for a rental with Halfmoon Township.

Signature

Date