

**TOWN OF GUILDERLAND
PARKS AND RECREATION DEPARTMENT**

181 Route 146
Altamont, NY 12009
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www.townofguilderland.org

Kenneth D. Runion
Supervisor

Linda Cure
Public Relations Officer
Parks & Recreation

REQUEST FOR USE OF FACILITIES

RESIDENT IN CHARGE: _____

ADDRESS: _____

FACILITY REQUESTED: _____ PAVILION: LARGE – SMALL – MEETING ROOM
OTHER: _____ (CIRCLE ONE)

ORGANIZATION: _____ E-MAIL: _____

DATE: _____ TIME: _____ PHONE #: _____ CELL#: _____

EVENT OR PURPOSE: _____

NUMBER OF PERSONS EXPECTED: _____

RENTAL FEE: \$ _____ MAKE CHECKSPAYABLE TO THE "TOWN OF GUILDERLAND." UPON
CANCELLATION FOR PARK REQUEST THERE WILL BE NO REFUND.

SIGNATURE OF PERSON IN CHARGE: _____

OFFICE USE ONLY

Payment Received: _____ Method of Payment: _____ Date Approved: _____ Approved By: _____

SPECIAL CONDITIONS FOR USE: _____

ALCOHOLIC BEVERAGE PERMIT

PERSON IN CHARGE: _____ LICENSE PLATE #: _____

MAKE OF CAR: _____ YEAR: _____

BEVERAGE: WINE: _____ BEER: _____ DATE APPROVED: _____ APPROVED BY: _____

RETURN FORM WITH YOUR CHECK WITHIN 1 WEEK.

For more information, please contact:
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