

**Instructions for completing the Henry Hudson Park  
Pavilion Request Form**

This facility can be reserved by a resident of the Town of Bethlehem or a Town of Bethlehem based organization only.

Please contact the Parks and Recreation Department at 439-4955 ext. 3 to determine availability on your preferred date(s) **OR**

You may check availability using our online system ([www.townofbethlehem.org/parksonline](http://www.townofbethlehem.org/parksonline)).

The fee for use of this facility is \$100. For groups of 200+ the fee is \$150. Other fees may apply for special setups/requests. Complete the form, print, and remit with payment (cash, check, MC, Visa, Discover) to:

Town of Bethlehem Parks and Recreation Dept.  
261 Elm Ave.  
Delmar, NY 12054  
Fax (credit card only) 439-2144

Your reservation will then be approved and a confirmation/receipt will be emailed or mailed.



**TOWN OF BETHLEHEM**  
*Albany County – New York*  
**PARKS & RECREATION DEPARTMENT**  
 ELM AVENUE PARK  
 261 ELM AVENUE, DELMAR, NY 12054  
 439-4955 Option 3  
 FAX 439-2144  
*Nan Lanahan-Administrator*



**HENRY HUDSON PARK  
 PAVILION PERMIT**

*Please Print Neatly!*

**Today's Date:** \_\_\_\_\_

**Date Pavilion Requested:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Size of Group:** \_\_\_\_\_  
*(Include set-up & clean-up time)*

**Any Special Requirements or Requests:** \_\_\_\_\_  
*(Certain requests may be subject to an additional fee)*

**Purpose of Facility Use: (Be Specific):** \_\_\_\_\_

**Name of Organization/Individual:** \_\_\_\_\_

**Organization/Individual Address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Organization Phone #:** \_\_\_\_\_

**Name of Person Responsible:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone (H):** \_\_\_\_\_ **(W):** \_\_\_\_\_ **(Cell/Pager):** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

- The reservation contact listed above is legally responsible for any and all actions of the pavilion users while they are at Henry Hudson Park. This person will be held financially responsible for any and all damages to park property caused by a member of his/her group. This person is responsible for his/her group's adherence to all permit guidelines including those pertaining to alcohol use.
- The reservation contact hereby acknowledges that he/she has read, understands and agrees to comply with the guidelines outlined on the back of this form. The reservation contact further verifies that he/she is 18 years of age or older (21 or older if beer or wine is being served).
- The reservation contact hereby requests reservation of the Town of Bethlehem pavilion named above, for the date(s), times and purpose shown. He/she further agrees to hold harmless and completely indemnify the Town of Bethlehem, its officers, agents and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

**INDICATE CREDIT CARD TYPE:**  MASTER CARD  VISA  DISCOVER

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV#: \_\_\_\_\_ (3 digit # on back of card)

Signature of card holder: \_\_\_\_\_

***This permit must accompany person responsible to the event***

*Over* →

## HENRY HUDSON PARK PAVILION INFORMATION & GUIDELINES

**Pavilion Hours:** Daily: 10:00am-Dusk

**Location:** See directions below.

**Pavilion Use:** The pavilions must be reserved by residents of the Town of Bethlehem or Town of Bethlehem based organizations. The pavilion is to be used for recreational purposes only. The permit must accompany the person(s) responsible to the picnic.

**Seating Capacity:** 150 adults comfortably at one time.

**Additional Facilities Available:** The nearby volleyball court and horseshoe pit are available on a first come, first served basis. A volleyball and horseshoes may be obtained at the Park office, Monday through Friday from 8:30am to 4:30pm. Equipment must be returned to the Park office on Monday following a weekend picnic. The softball field may be reserved for an additional fee.

**Rest Rooms:** Rest rooms are available not far from the pavilion.

**Barbecue Grills:** There are two 12"x18" grills and one large grill pit available. Items needed for cooking must be supplied by the user. When finished using the grill for the day **DO NOT EXTINGUISH THE COALS, REMOVE THE COALS, OR POUR WATER ON THE UNIT.** Please do not burn anything other than charcoal in the grills.

**Parking:** All vehicles must park in the parking lot. Vehicles may not park on the grass or the roadway.

**Water:** Water is available from the rest room sinks.

**Electricity:** One electrical outlet available in the pavilion. The pavilion is not lit after dark so we recommend you clean up prior to darkness. A generator may be necessary when using large electrically operated cooking equipment.

**Accessibility:** The parking lot, eating area and rest rooms are accessible for wheelchairs. Wheelchair accessible picnic tables are also available.

**Beverages:** All beverages must be served in non-glass containers. Glass bottles are not permitted. Beer & wine are the only alcoholic beverages which may be served (must be 21 or older). Alcoholic beverages may not be sold on the premises.

**Music:** Amplified and live music is allowed after 12:00pm at reasonable volume levels only.

**Decorations:** Do not use tacks, nails, or staples on the tables or pavilion. Decorations must be removed.

**Pets:** Pets are prohibited.

**Restrictions:** Firearms, fireworks, unlicensed motorized vehicles and soliciting are prohibited.

**Cleanup & Damages:** Cleanup and any damages are the responsibility of the group or individual holding the permit. The Parks and Recreation Department will remove all trash placed in trash receptacles. Please do not leave trash bags outside of the receptacles.

**Cancellations:** If you decide to cancel, this office must be notified at least 2 weeks prior to your picnic in order to receive a refund. There is a processing fee of 10% from the amount you paid.

**Any violation of the above guidelines may result in immediate revocation of the permit and may jeopardize future usage. Any questions or cases not covered in the above guidelines will be decided by the Administrator of the Parks & Recreation Department.**

### DIRECTIONS TO HENRY HUDSON PARK FROM THE DELMAR BY-PASS

Take Elsmere Avenue to Feura Bush Road, left on Feura Bush Road. Take your first right onto Wemple Road cross Route 9W and continue on Wemple Road to the end. Take a right onto Route 144 and continue south on Route 144 for approximately 2 miles. Take the first left after the ELKS Lodge (Barent-Winne Road) continue on Barent-Winne, road forks, bear to the right down the hill to Henry Hudson Park.