

**Instructions for completing the Maple Ridge 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 . 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 within 5 business days.



**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*



**MAPLE RIDGE 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 Maple Ridge 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 →

# MAPLE RIDGE PARK PAVILION INFORMATION

**PAVILION HOURS:** Daily: 10:00am-Dusk

**LOCATION:** Located at the park entrance, Elm Avenue East.

**PAVILION USE:** The pavilion 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:** The pavilion has ten tables and can seat 60 comfortably at one time.

**RESTROOMS:** A portable toilet is located in the park.

**BARBECUE GRILLS:** There is one barbecue grill at the pavilion. 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 lots. Vehicles may not park on the grass or the roadway.

**UTILITIES:** Electricity is not available at the pavilion. Water may be obtained at the drinking fountain near the playground.

**ACCESSIBILITY:** The pavilion is wheelchair accessible with designated parking, and 2 wheelchair accessible picnic tables.

**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.

**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 damages are the responsibility of the group 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.