

Instructions for completing the Small 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).

The fee for use of this facility is \$75.

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



**ELM AVENUE PARK
 SMALL PAVILION PERMIT**

**PAVILION
 A B**
(Circle one or both)

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 Elm Avenue 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 →

ELM AVENUE PARK PAVILION A & B INFORMATION

PAVILION HOURS: Daily: 10:00am-Dusk

LOCATION: Both pavilions are located at the rear of the park. Pavilion A is adjacent to the volleyball courts and pavilion B is near the shuffleboard court.

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: Each pavilion has six tables and can seat 30-35 comfortably at one time.

RESTROOMS: A portable toilet is located between pavilions A & B. Flush restrooms are located in the warming area which is directly adjacent to the pool complex building.

BARBECUE GRILLS: There is one large hibachi type grill at each 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 near the pavilions. Vehicles may not park on the grass or the roadway.

UTILITIES: Water and electricity are not available at the pavilions. Water may be obtained at the warming area or the drinking fountain at the basketball courts.

ACCESSIBILITY: Pavilion A is wheelchair accessible with designated parking, paved sidewalk and a lower height grill.

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 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.