

OFFICE OF THE TOWN CLERK  
TOWN OF CLARKSTOWN

George Hoehmann, Supervisor  
Justin Sweet, Town Clerk

10 Maple Avenue  
New City, NY 10956  
(845) 639-2010

APPLICATION FOR PERMIT TO USE TOWN HALL FACILITIES

CONDITIONS

1. SMOKING IS ABSOLUTELY PROHIBITED.
2. FOOD, BEVERAGES AND DECORATIONS ARE PROHIBITED IN ROOMS AND AUDITORIUM.
3. ALL ACTIVITIES ARE TO CEASE BY 11:00 P.M., UNLESS OTHERWISE STATED ON APPLICATION AND APPROVED IN ADVANCE.
4. SOLICITATION OF FUNDS FOR ANY PURPOSE IS PROHIBITED.
5. USE OF FACILITIES FROM 5 P.M. FRIDAY TO 9 A.M. MONDAY AND ON HOLIDAYS, REQUIRES A TOWN CUSTODIAN TO BE PRESENT. MINIMUM CUSTODIAL/MAINTENANCE CHARGE IS \$105. ANY MEETINGS OVER ONE HOUR WILL BE CHARGED AN ADDITIONAL FEE OF \$35 PER HOUR THEREAFTER.
6. ORDERLY BEHAVIOR AND CONFORMANCE WITH THESE CONDITIONS ARE THE RESPONSIBILITY OF THE APPLICANT. THE APPLICANT WILL BE RESPONSIBLE FOR THE COST OF ANY DAMAGES.
7. APPLICANT MUST LEAVE FACILITY FREE OF ALL MATERIALS AND DEBRIS. BY SIGNING THIS APPLICATION YOU AGREE TO REMOVE ALL DEBRIS LEAVING NO MATERIAL BEHIND. IF IT IS NECESSARY FOR A CARTER OR CUSTODIAN TO MOVE WHATEVER YOU LEAVE BEHIND YOU AGREE TO PAY CARTER'S CHARGE FOR IT.

**\*ALL OUTSIDE AGENCIES ARE SUBJECT TO REVOCATION OF THIS PERMIT\***

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DATE REQUESTED FOR USE OF FACILITY: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

FACILITY DESIRED: \_\_\_\_\_

NUMBER OF ATTENDEES EXPECTED: \_\_\_\_\_ TIME NEEDED: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

NAME & ADDRESS OF APPLICANT (PLEASE PRINT): \_\_\_\_\_

\_\_\_\_\_ PHONE #: \_\_\_\_\_

- A. APPLICANT SHALL PROVIDE INSURANCE ACCEPTABLE TO INSURANCE AND CLAIMS MANAGER WITH TOWN NAMED AS ADDITIONAL INSURED.

SIGNATURE OF APPLICANT: \_\_\_\_\_

PLEASE SUBMIT TO: (MINIMUM 15 DAYS IN ADVANCE)  
TOWN CLERK'S OFFICE  
10 MAPLE AVENUE, NEW CITY, NY 10956

OFFICE USE ONLY:

FACILITY AVAILABLE: \_\_\_\_\_ DATE: \_\_\_\_\_

TOWN CLERK

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

CLERK OF THE WORKS/MAINTENANCE

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR

\*PLEASE CONTACT OUR OFFICE 24 HOURS IN ADVANCE IF YOU NEED TO CANCEL YOUR MEETING