



46 Saratoga Avenue
South Glens Falls, New York 12803
Phone: 518-793-1455
Fax: 518-793-3063

PARK RESERVATION REQUEST FORM

Board Mtg Date: _____

Approved

Denied

Requested Location

- Cooper's Cave Park (Gazebo on First St.) Memorial Park (Fifth St. & Ferry Blvd)
 Check if power is required (Gazebo ONLY)

Date(s) Requested: _____ **\$30.00 Non-Refundable Usage Fee**
Due at Time of Application.

Start Time: _____ End Time: _____

Individual or Business Name Requesting
Park Reservation: _____

Contact Name (if Business Reservation): _____

Phone: _____ Email: _____

Mailing Address: _____

Purpose for Reservation: _____ Estimate # in Attendance: _____

Brief Description of Event: _____

Does the event organizer have insurance coverage (if required)? _____

I, the undersigned, agree to follow the rules governing proper use of Village Park(s). To include, but not all-inclusive:

1. No taping, drilling, or stapling to hang signs or decorations.
2. No throwing of rice, confetti, or birdseed.
3. No alcoholic beverages, cooking on premises, nor driving vehicles on the Park's lawns.
4. Must use trash receptacles to clean up and leave Park as it was found.
5. No money-making, for-profit, ventures without prior approval.
6. Parking for events can be at the Copper's Cave parking lot (lower lot).

Signature: _____

Date: _____