

TOWN OF CLARENCE APPLICATION FOR USE OF TOWN PARK CLUBHOUSE
10405 Main Street, Clarence

NAME OF APPLICANT OR ORGANIZATION _____ No. of People _____

DATE OR DATES REQUIRED _____ TIME IN ____:____ TIME OUT ____:____

FACILITY REQUIRED: SMALL ROOM LARGE ROOM MEETING ROOM (2ND FLOOR)
(20 person minimum) (Capacity – 50) (Capacity – 200) (Capacity – 60)

TYPE OF EVENT: Meeting _____ Banquet/Dinner _____ (\$50 fee) Fundraising/Other Event _____ (\$50 fee)

SECURITY REQUIRED FOR 150+ PEOPLE (\$50 fee) ACTUAL TIME OF EVENT: START ____:____ END ____:____

UTILITIES REQUIRED: China Silverware Cups & Saucers Coffee Maker Podium PA System
(Circle all that apply)

Fee for Dishes: \$100 up to 200 people; \$200 for 200+ people.

Total Fees Due _____ Date Paid _____

All information must be filled out and fees paid prior to event.
Any additional fees incurred at time of event will be billed by the Parks Department.

RULES AND REGULATIONS

1. Only non-profit service organizations or groups located within the Town of Clarence may make application. Applicant must be at least 21 years of age.
2. Teen use of Clubhouse: There must be one adult chaperone for every 25 teenagers with a minimum of 4 adult chaperones. Names and addresses of chaperones must be submitted with application.
3. Alcoholic beverages (beer/wine only) are permitted in the Clubhouse as an integral part of a meal. Cocktail parties are prohibited. No sale of alcoholic beverages is permitted.
4. Hours for use of the Clubhouse are 8 A.M. to 11 P.M.
5. Clubhouse will be closed on New Year's Eve, New Year's Day, Easter, Thanksgiving Day, Christmas Eve and Christmas Day.
6. Reservations for use of the Clubhouse must be made AT LEAST 48 HOURS IN ADVANCE. Any cancellation shall be made AT LEAST 48 HOURS IN ADVANCE to the Town Clerk at 741-8938 or the Parks Department at 741-8927.
7. Return completed application with appropriate fee(s) to: Clarence Town Clerk, One Town Place, Clarence, NY 14031. A check made payable to "Clarence Town Clerk", or cash will be accepted.
8. All stipulations set forth in Chapter 143, Town Property and Facilities of the Town Code shall also apply.

THE TOWN BOARD WILL HOLD THE APPLICANT RESPONSIBLE FOR SUPERVISION OF THEIR GROUP AND FOR ANY DAMAGE TO TOWN FACILITIES OCCURRING DURING AND RESULTING FROM SUCH USE.

DATE _____ APPLICANT SIGNATURE _____

TELEPHONE _____ ADDRESS _____

APPROVED _____ APPROVED _____
Town Clerk Town Board

DATE _____ DATE _____