



**ORANGE COUNTY DEPARTMENT OF PARKS,
RECREATION & CONSERVATION**
www.orangecountynyparks.com



Parks Commissioner
James S. Brooks

211 State Route 416, Montgomery, NY 12549
Main Office: (845) 615-3830 Fax: (845) 457-4906
Email: parks@orangecountygov.com

O.C. Executive
Steven M. Neuhaus

Reservation Request Form

Date Request Submitted:		
Date of Event:		
Area Requested:		
Applicant's Name:		
Organization (if Applicable):		
Address:		
Town:	Zip:	
Home Phone:	Cell Phone:	
Business Phone:	Fax #:	
Email Address:		
Type of Event/Function:		
Arrival Time *:	Departure Time *:	
Indoor facilities may be rented for a maximum of 6 hours including set up & clean up		
Total Number of People:		
# of Tables (indoor facilities only):	# of Chairs (indoor facilities only):	
Special Requests/Table and Chair Set-up (*Please be specific*):		
Alcohol will be served	YES__ NO__	Vendor:
On site caterer	YES__ NO__	Caterer:
Tents	YES__ NO__	Vendor:
DJ/Band	YES__ NO__	Name:
Bounce House *	YES__ NO__	Vendor:
(*only permitted at Group Picnic Area, Day Camp Pavilion, Boat House and D&H Pavilion)		
NOTE: A certificate of insurance may be required for a facility rental.		

OFFICE USE ONLY

Reservation Taken By _____	Date Received _____		
Reservation Fee \$ _____	Tent Fee \$ _____	Other Fees \$ _____	
Date Payment Received _____	CK # _____	Cash _____	Money Order _____
Date Insurance Form Received _____	Date Vendor Insurance Form Received _____		
_____	_____	_____	
Commissioner's Signature	Approved	Date	