



# ORANGE COUNTY DEPARTMENT OF PARKS, RECREATION & CONSERVATION

[www.orangecountygov.com/parks](http://www.orangecountygov.com/parks)

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Parks Commissioner  
James S. Brooks

O.C. Executive  
Steven M. Neuhaus

## Reservation Request Form

**Reservation is not secured until you receive approval of permit from Orange County Parks.  
Following year reservations are not reviewed until January of that year. There is a \$10 non-refundable  
processing fee for all requests.**

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)		
<b>NOTE: A certificate of insurance may be required for a facility rental.</b>		

### OFFICE USE ONLY

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