

Town of Hillsdale

Property and/or venue use request and questionnaire form.

Organizations wishing to use property owned or managed by the Town of Hillsdale for public events are requested to complete this form to be considered.

Please submit to Town Hall.



TOWN OF HILLSDALE
2609 STATE ROUTE 23
P.O. BOX 305
HILLSDALE, NY 12529
518.325.5073

Please print

Name of Organization : _____

Is this a 501c3 _____ Non-Profit _____ Profit _____ Organization?

Please provide tax ID number if a 501c3 or Non-Profit _____

List the Town property and/or venue you would like to use _____

Date this use would start _____ and end _____

Time this use would start _____ and end _____

Contact Name _____

Contact Number _____

Contact mailing address _____

Contact email address _____

Description of the event or what the property will be used for

Please attach additional pages if more space is needed

Anticipated attendance for this _____

Cost to participate and/or attend _____

Total amount of liability and personal injury insurance coverage will this have _____

Proof of coverage and Cert. of Insurance naming the town will be required. Due to the nature of the event a damage deposit may be requested.

Organization's history in hosting events such as this _____

Please submit your request 3 months prior to the event giving time for Town Official to review & to seek additional information if needed.

For town use, Date received _____ If damage deposit is being requested how much _____ indicate if received _____

Town charge for property and/or venue use _____ indicate if received _____ Name of Town Official reviewing _____

Approved _____ or Declined _____, Reason for decline _____