

Shawangunk



Fish & Game Association

REQUEST FOR USE OF CLUB FACILITIES

Date of Request

Name of Organization

Type of Function

Date of Function

Time/Duration

Requestor:

Full Name

Badge #: (if club member)

Street

City

State

Zip

Telephone

Email

Facility Requested/Suggested Donations

| | | |
|---|-------|--|
| Clubhouse (including kitchen facilities)..... | \$200 | |
| - Club Members..... | \$100 | |
| Required Clean-Up Deposit..... | \$200 | |
| - Club Members..... | \$100 | |
| Pavilion & Cook Shack (Private Party)..... | \$200 | |
| - Corporations..... | \$300 | |
| - Club Members..... | \$100 | |
| Required Clean-Up Deposit..... | \$200 | |
| - Club Members..... | \$100 | |

Directions: Kindly submit your request sixty (60) days prior to date of use.
 To reserve the date, submit two (2) checks together with this completed form.

- One (1) check for the suggested donation fee that applies.
- One (1) check for the refundable clean-up deposit.

In the event of cancellation with less than a **two week notice**, the donation will be forfeited to offset the loss of facility for that date.

Office Use Only

Donation Received By _____ Date _____

Cash or Check Check # _____

Clean-Up Deposit Received By _____ Date _____

Cash or Check Check # _____

Request of Use of Facilities Agreement

In addition to completing this form in its entirety and processing the necessary donations and deposits, the requestor **MUST** provide the following to *Shawangunk Fish and Game Association* at least **30 DAYS PRIOR** to the requested date of function and these are **MANDATORY**.

1. A **CERTIFICATE OF LIABILITY INSURANCE** as proof of “*Personal Liability Coverage*”. The certificate **MUST** have the “Description of Operations” (the full event title and the location indicated as follows:

A. 51 Beakes Avenue; Middletown, New York 10940 as well as the wording which includes “**Shawangunk Fish and Game Association, Inc.**” added as an **Additional Insured**.

B. The Certificate Holder box **MUST** have **Shawangunk Fish and Game Association, Inc. - P.O. Box 161; Middletown, New York 10940**.

NOTE: Individuals can use their Homeowners or Renters Insurance policy to satisfy this requirement, if your policy contains that coverage.

If any other “licensed” individuals will be at the event, i.e., photographers, DJ’s, Band, Caterers, etc..., they to **MUST** also provide evidence of “*Insurance Liability Coverage*”.

If alcohol is to be served or consumed on premise, the requestor **MUST** confirm either in writing or via email (to: **shawangunkfishngame@yahoo.com**) that there will be no charge for the alcohol and that it will **“NOT” be served to minors**.

Please send all paperwork, completed requests/documents, checks and Certificate(s) of Liability Insurance by the dates due directly to:

Kyle Conselyea, Treasurer
(Shawangunk Fish & Game Association)
42 Howard Drive
Middletown, New York 10940

Telephone: (845) 692-4794
Email: shawangunkfishngame@yahoo.com