

Shawangunk Fish & Game Association  
**FACILITY REQUEST**



Must give a two (2) week notice to cancel or deposit is forfeited. No exceptions.

Date of Request:

Date of Event:

Type of Event:  Meeting  Party  Reunion

Time Duration:

Other

Organization:

Full Name:

Address:

Telephone:

Badge #:

(If club member)

E-mail:

# SUGGESTED DONATIONS

Clubhouse (including kitchen facilities)	\$200	<input type="text"/>
- Club Members	\$100	
Required Clean-up Deposit	\$200	<input type="text"/>
- Club Members	\$100	
Pavilion & Cook Shack (Private Party)		
- Club Members	\$175	<input type="text"/>
- Non-Members	\$350	
Required Clean-up Deposit	\$200	<input type="text"/>
- Club Members	\$100	

## STEPS:

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:  Cash  Check

Date Received:       Check #:

Clean-up Deposit Received By:  Cash  Check

Date Received:       Check #:

# FACILITY 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.

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:

- 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.
- 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.

## SEND TO:

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

TREASURER  
Shawangunk Fish & Game Association  
PO Box 161 ; Middletown, New York 10940

Telephone: (845)343-3405