



**NEWBURGH DEPARTMENT OF PARKS AND RECREATION  
APPLICATION PERMIT FOR USE OF LOCK AND DAM BUILDING**

DATE OF USE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S TELEPHONE: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

ESTIMATED NUMBER ATTENDING: \_\_\_\_\_

FEE: \$125.00, with a refundable deposit of \$100.00

**MUST BE 21 YEARS OF AGE TO RESERVE BUILDING—PROOF OF AGE REQUIRED**

In consideration of my rental and occupancy of the premises Old Lock & Dam Building, I do hereby release the Town of Newburgh and its agents, servants or employees from any and all claims, demands or causes of action of every kind and nature which could or may hereafter be asserted by or for me arising from or connected with my use of the premises.

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF APPLICANT

ISSUED BY

Keys must be picked up from the Clerk-Treasurer between 9 a.m. and 3 p.m. weekdays 24 hours before use. Keys must be returned to the Clerk-Treasurer within 48 hours after use or 72 hours if the use is on Friday. The clean-up deposit will be returned after the building is inspected.



## **OLD LOCK & DAM BUILDING**

Rental includes use of the main level (gathering space, kitchen and bathrooms) and access to tables and chairs in storage in the attic.

Rental reservations are arranged by contacting Cynthia Burger at 853-3578 and deposit paid at time of reservation.

**Old Lock & Dam Building is a smoke-free facility.**

### **Features of the Old Lock & Dam Building:**

- Certified occupancy of 100
- Approximately 850 square feet of gathering space in main room
- Kitchen includes stove and refrigerator (no glassware, tableware, flatware, cutlery or paper products are provided by the Town of Newburgh)
- Approximately fifteen (15) 6' long tables available for use
- Approximately 115 chairs available for use
- Ice machine available for use
- Completely ADA accessible
- Cleaning supplies, trash bags, paper towels, and toilet tissue are located in the kitchen



## CONDITIONS AND CHECKLIST FOR RETURN OF DEPOSIT FOR THE OLD LOCK & DAM BUILDING

- Floors swept clean. Do not mop.
- Food removed from refrigerator and freezer and spills cleaned up.
- Trash placed near trash barrel in front of the building.
- Tables and chairs cleaned and wiped off.
- Restrooms picked up.
- Tables and chairs shall be returned to the attic where found.
- Nothing shall be affixed to the walls or ceiling (no tape, thumbtacks, nails, screws, pins, etc.)
- No disturbance should occur during your use of the building and adjoining property which would result in the intervention of the Parks and Recreation Board or any public agency.
- No person under the age of 21 years shall possess or consume alcohol on the premises.
- Facility returned to the Town in the same condition renter received it.
- Keys, along with the completed and signed checklist, should be returned to Clerk-Treasurer's office within 48 hours after use or 72 hours if the use is on Friday.

**Facilities must be cleaned and vacated by 3:00 a.m. day after rental.**

I acknowledge receipt of these conditions and agree to meet them.

Renter's signature \_\_\_\_\_

Date \_\_\_\_\_

Emergency contact information: Cynthia Burger 853-3578