

Margaret A. Hilton
Supervisor

MARK CURRAN
Council Member

TOWN OF HOPEWELL

LYDIA SCHADLER
Council Member

2716 County Road #47
Canandaigua, New York 14424

MARK SHEPPARD
Council Member

www.townofhopewell.org

Town Hall: (585) 394-0036
Facsimile: (585) 394-8714
TDD: 1-800-662-1220

VACANT
Council Member

FACILITY REQUEST FORM

Organization: _____

Contact Person: _____

Facility Requested: Town Hall Town Pavilion Court Room Area

Day/Date Requested: _____ Time/From _____ To _____

Type of Activity: _____ Anticipated Attendance: _____

Events, which are advertised and/or promoted as open to the public, require special arrangements. Necessary forms and additional information available from the Hopewell Town Clerk.

I have read the regulations on the reverse side of this form and agree to observe all rules and procedures therein.

I understand that I will be held responsible for any damage resulting from our use of the facility.

OFFICE USE:
Date: _____
Approved: _____

Name _____

Address _____

Home Phone # _____ Work Phone # _____

Signature _____

“This is an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with the Secretary of Agriculture, USDA, Washington, 20250-0700.”

REGULATIONS

1. For buildings. No key is issued, so someone must meet a Town Hall representative at the start time designated.
2. Prohibitive acts include, but not limited to: gambling, loud amplified music, boisterous or indecent language, littering, defacing any town property (trees, buildings, lighting, etc..).
3. Fires permitted only in grills.
4. No person shall conduct him/herself in a manner dangerous or offensive to self or other town building users or interfere with any law enforcement or municipal staff in performance of his/her duty.
5. Unleashed or uncased pets and animals are not allowed in the town buildings or on town property. Owners must clean up after pets.
6. Use or possession of firearms, air-guns, sling-shots, bow, fireworks, and other like instruments are not permitted on grounds.
7. **RESPONSIBILITY FOR ANY DAMAGE RESULTING FROM THE USE OF THESE FACILITIES MUST BE ASSUMED BY THE PERSON WHOSE SIGNATURE APPEARS ON THE APPLICATION. APPLICANT MUST BE TWENTY-ONE YEARS OF AGE OR OLDER.**
8. The facility should be left in a clean orderly condition.
9. All activities must be properly supervised.
10. The Town of Hopewell shall not be liable for any injuries or liabilities incurred by users of facilities.
11. NO Alcoholic beverages allowed.
12. ENFORCEMENT: Town Employees, Ontario County Sheriffs, and New York State Police shall enforce the above stated rules and have the authority to eject any person or seize any property in violation of the stated rules.