



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: _____

The rental fee is \$125.00 + 7 % sales tax (\$133.75). Rental fee is required to hold the reservation and must be paid within one (1) week of making the reservation.

A refundable damage deposit is due at time of check-in in the amount of \$100.00.

Must be 21 years of age to reserve the building – Proof of age required

In consideration of my rental and occupancy of the premises, Old Lock and 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 9:00 a.m. – 2:00 p.m. the day before your rental. 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.

Cash or checks are accepted. No credit cards.