

Town of North Collins

Facility Use Application

The Town of North Collins Facility Use Application is for reservations of the Town of North Collins Community Center. Completed applications must be submitted at least 6 weeks prior to the event. Applications are not considered complete until the following items have been submitted:

- Signed Application – North Collins Residents ONLY
- Application Fee: \$350
- Cancellation prior to 48 hours of date and time of event = \$100 Refund
- Proof of liability insurance (\$500,000 General Liability) if applicable

**** Please Note ****

You are not guaranteed use until you are approved by the

Town of North Collins

Mail Completed Application to:

Lynn DiVincenzo

PO Box 2

North Collins, NY 14111

Date & Time of Event: _____

Event Type: _____

Approx. # of Attendees: _____

Provide a brief overall description of your event: _____

Applicants Name: _____

Organization: _____

E-Mail Address: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Name of participant/group that insurance is under (if needed): _____

Name of Insurance Agency: _____

Insurance Agency Address: _____

OFFICIAL USE ONLY:

Approved: _____ Date: _____

Receipt #: _____ Check #/Cash/Credit: _____