



Paula A. Mahan
Town Supervisor

TOWN OF COLONIE

Pruyn House Complex

207 Old Niskayuna Road
P.O. Box 212
Newtonville, New York 12128

Diane Morgan
Curator

Phone (518) 783-1435

Fax (518) 783-1437

www.colonie.org/pruyn

Pruyn House Complex

Facility Use Request

Please complete this application and return it to the above address. **Date of Application** _____

Applicant's Name: _____ **Phone No.** _____

Organization Name: _____ **Cellular No.** _____

Address: _____ **E-Mail** _____

City _____ **State** _____ **Zip** _____

Town of Colonie Resident Yes No **Friends of Pruyn House Member:** Yes No

Date of Event _____ **Hours Requested:** From _____ To _____

**Approximate Number
Of Attendees** _____

Description of Activity _____

Facility Requested	Service(s) Requested
<input type="checkbox"/> Pruyn House	<input type="checkbox"/> Tables
<input type="checkbox"/> Buhrmaster Barn	<input type="checkbox"/> Chairs
<input type="checkbox"/> Verdoy Schoolhouse	<input type="checkbox"/> Picnic Tables
<input type="checkbox"/> Garden & Grounds	<input type="checkbox"/> House Basement Open

Will the event be catered? Yes No
If Yes, Name of Caterer: _____
Phone No.: _____

Will there be vendors? Yes No
If Yes, a listing of all vendors will need to be submitted prior to Use approval

Will alcoholic beverages be sold? Yes No

Will the event be advertised? Yes No
If Yes, copies of any publicity, advertisement, literature, brochures, etc. must be submitted prior to Use approval

Will alcoholic beverages be served? Yes No

Insurance Requirements

All use requests will be reviewed by the Town of Colonie Attorney's Office for determination of required insurance coverages prior to the approval of the Facility Use Request. The applicant/organization may be required to present a certificate of insurance providing proof of general liability insurance and may be required to name the Town of Colonie as an additional insured. Requests for service/sale of alcohol may require presentation of a liquor license and proof of Liquor Legal Liability insurance naming the Town of Colonie as an additional insured. Assistance regarding the insurance requirements may be directed to Susan Caponera in the Town Attorney's Office at (518) 783-2704.

Important Information, Please Read Carefully

- Permission to use Town facilities does not mean Town sponsorship. Liability and responsibility for injury and property damage lies with the applicant/organization requesting the use. Such applicant/organization and/or its agents or assigns agree to hold harmless and to defend and indemnify the Town of Colonie for any claims, actions or proceeding which arise out of their negligence, wrongdoing, or the negligence or wrongdoing of its agents or assigns
- The Town reserves the right to cancel any use or to reassign any area(s) as needed.
- If Police/Fire/EMS or additional Services are determined to be required, the applicant/organization will be notified of the associated costs.
- The applicant/organization shall be responsible for the complete maintenance and pick up of the use site. All waste must be bagged and removed from the site. All trays or service items utilized that belong to the Pryun House must be washed and replaced to their original location.

The undersigned hereby acknowledges that there may be additional Rules & Regulations pertaining to the use of the requested facility and agrees to comply with the same.

Signature _____ Date _____
Title _____

For Department Use Only

Department Action: Approved Disapproved

By _____ Insurance Authorization Code: _____

Title _____ Date _____

Friends of Pryun House Fees:

Fee for Usage: _____

Basement Open Fee: _____

Ceremony Fee: _____

Town of Colonie Fees:

Open/Close Fee: _____

Deposit Required: _____

Remarks _____