

Business Office
Village of Watkins Glen

Date: _____

RE: Scheduled use of the Pavilion on: _____

By : _____

The Business Office has received the:

\$50.00 confirmation Deposit paid on _____

Remainder: _____

Proof of Liability Insurance _____

Proof of Dram Shop Insurance: _____

TO BE COMPLETED BY PARKS DEPARTMENT

Parks Manager
Village of Watkins Glen

MEMO To Business Office

DATE:

RE: Scheduled use of the Pavilion on _____

By : _____

The renter has completed use of the Pavilion and has cleaned up the premises in an acceptable manner. No apparent damages. The Business is hereby authorized to return the deposit of \$50.00.

The renter has completed the use of the Pavilion and has not satisfied the clean up/damage requirement. The Business Office is hereby authorized to assess the renter for:

1. _____

2. _____

PARKS DEPARTMENT