



Village of Mamaroneck
Parks & Recreation



Recreation Tel (914) 777-7784
Parks Tel (914) 630-7158
Fax (914) 777-7768

P.O. Box 369
Mamaroneck, N.Y. 10543

Sandy Mary Korkatzis
Recreation Superintendent

Barry Casterella
General Foreman of Parks

Offices located in the
Stephen E. Johnston Beach Pavilion
Harbor Island Park

Pavilion Rental Application – Individual

In-person applications are accepted at the VOM Recreation Department in the Stephen E. Johnston Beach Pavilion.

Mail-in applications can be sent with a check to: PO BOX 369, Mamaroneck NY 10543.

Check are made payable to the Village of Mamaroneck. There is a \$25 fee for returned checks. Deposit must be separate.

Note: Permits and applications approved by the Recreation Department shall constitute the equivalent of a contract.

A permit is revocable based on rules and laws of the Village of Mamaroneck.

If Insurance requirements are not met 10 days prior, the deposit is forfeited and event is cancelled.

Name of Individual: _____ Signature _____

Phone # (____) _____ Email _____

Address _____

City / State / Zip Code _____

(To receive residential rate: please provide proof of residency with a copy of utility bill. The individual making the reservation must be present throughout the entire event).

Type of event or program _____

Set up Time _____ to _____ Event _____ to _____ Estimated # of people _____

Day (s) & Date(s) _____

Alcohol is not allowed on premise. Please initial _____

- | | |
|--|--|
| <input type="checkbox"/> Recreation Program – contractual only | <input type="checkbox"/> Main Lobby (Ceremonial) 725 Sq. ft. |
| <input type="checkbox"/> Weekdays between 9 am- 4 pm \$25 p/hr | <input type="checkbox"/> Red Room 1,276 Sq. ft. & Lobby 342 Sq. ft. |
| <input type="checkbox"/> Weekdays between 4 - 10 pm \$50 p/hr | <input type="checkbox"/> Blue Room 1,233 Sq. ft. & Lobby 568 Sq. ft. |
| <input type="checkbox"/> Weekend between 8 am – 10 pm \$50 p/hr | <input type="checkbox"/> Pavilion Deck |
| <input type="checkbox"/> Non-Resident: Please add \$25 additional p/hr | <input type="checkbox"/> Entertainment _____ |
| <input type="checkbox"/> Ceremonial - Private Pavilion Rental \$200 p/hr | Music volume on deck must be reasonable. |

OFFICE USE ONLY

Permit Received by: _____ Date: _____

Make checks payable to the Village of Mamaroneck. A \$25 fee will be charged for returned checks. Refunds will only be issued to permits that are not approved.

- | | |
|--|--|
| <input type="checkbox"/> Village of Mamaroneck Business, Board or Committee Meeting Space – fee waived | Permit Fee: \$ _____ |
| <input type="checkbox"/> Residency Requirements attached | \$150 Refundable Maintenance Deposit: \$ _____ |
| | Parking Deposit (Seasonal): \$ _____ |

Entertainers Insurance Approved on _____ Cash or Check # _____ Amount Paid: \$ _____

Recreation Superintendent: _____ Permit: Approved Permit Disapproved

Notes: _____