

TOWN OF PINE PLAINS – COMMUNITY CENTER
P.O. Box 955
PINE PLAINS, NY 12567-0955
518-398-8600

ORGANIZATION OR DEPARTMENT _____

REQUESTOR'S NAME _____

PHONE _____

EMAIL ADDRESS _____

DATE(S) REQUESTED

DESCRIPTION OF EVENT _____

ACTUAL TIME OF EVENT START TIME _____
END TIME _____

ADDITIONAL SET UP TIME _____
ADDITIONAL CLEAN UP TIME _____

ESTIMATED ATTENDANCE _____
ALTERNATE DATE/TIME _____

ORGANIZATION REPRESENTATIVE _____ **DATE** _____

APPROVAL _____

FINAL APPROVAL OF THIS REQUEST REQUIRES A SIGNATURE FROM THE TOWN SUPERVISORS OFFICE.