

D.S.B Realty Corp.

Northway Estates

"A 55 and older community"

P.O. Box 2110 ~ 2560 Route 9

Malta, N.Y. 12020

(518) 899-2526/ fax 899-6735

To:

From:

Date:

Dear _____:

The date you requested to utilize the pavilion/clubhouse, _____, has been reserved for you. A usage fee of \$30.00 will be due prior to your event. Due to insurance regulations, alcohol is not permitted. You must, however, obtain a liability insurance certificate for that day in case someone falls, gets injured, etc. A copy of the certificate should be forwarded to the office. It is your responsibility to set up and clean the premises. The building should be left in a clean, orderly manner.

If there are any questions, please call the park office.

Sincerely,

The Park Mngement