



CONTRACT TO RENT

TOWN OF CRAWFORD SENIOR AND COMMUNITY CENTER
 115 STATE ROUTE 302, PINE BUSH, NY 12566
 (845) 744-2020 FAX (845) 744-3126

Date Requested: _____

Name of Person/Organization Reserving the Center: _____

Person Responsible: _____

Address of Person Responsible: _____

Phone Number of Person Responsible: Day: _____ Evening: _____ Cell: _____

Nature or Type of Intended Use: _____

DAY SHIFT 8:30 AM TO 4:00 PM (EVENT MUST BE COMPLETED, HALL CLEANED AND KEY RETURNED TO THE DROP BOX IN FRONT OF THE BUILDING BY CLOSING TIME OF 4:00 PM)

EVENING SHIFT 5:30 PM TO 12:00 AM (MIDNIGHT) (EVENT MUST BE COMPLETED, HALL CLEANED, AND KEY RETURNED TO THE DROP BOX IN FRONT OF THE BUILDING BY CLOSING TIME OF 12:00 AM MIDNIGHT)

FEE SCHEDULE

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
FULL DAY SHIFT:	\$500.00	\$700.00
HALF DAY SHIFT:	\$250.00	\$350.00
CRAWFORD BASED NOT FOR PROFITS <u>PER SHIFT</u> :	\$250.00	
SECURITY DEPOSIT:	\$250.00	\$250.00

BALANCE DUE ONE (1) MONTH BEFORE EVENT - BALANCE DUE BY / /

WITH CERTIFICATE OF LIABILITY AND ALCOHOL AGREEMENT IF APPLICABLE

YOU MAY NOT ACCESS THE BUILDING BEFORE YOUR SCHEDULED TIME!!!!

For Office Use Only:			
Date:	Amount Paid:	Cash/Check #	By:
Date:	Amount Paid:	Cash/Check #	By:
Date:	Amount Paid:	Cash/Check #	By:
Date:	Amount Paid:	Cash/Check #	By:
Date:	Amount Paid:	Cash/Check #	By:
Date:	Amount Paid:	Cash/Check #	By:
Date:	Amount Paid:	Cash/Check #	By:
Date:	Amount Paid:	Cash/Check #	By:
Key Set #	Renters Initials:		Insurance Received:

The Town of Crawford Senior and Community Center has been developed to provide the Town of Crawford residents with a modern, clean, comfortable, and safe place to hold gatherings.

To accommodate such individuals and groups in a consistent manner the following Policies, Rules, and Regulations for renting the Center will apply to all individuals.

1. The Crawford Senior and Community Center was established for Town of Crawford Residents and Crawford based non-profit organizations. Non-residents and non-resident based Not for Profits may rent only when a date is available less than 60 days from the date requested. Residents reserving for non-residents functions is not permitted and will result in forfeiture of deposits and future use of the facility. We require a picture ID and a Water Bill or some other appropriate document to establish residency. A copy of non-profit certificates is required to establish non-profit organizations.
2. An initial **\$100.00 non-refundable deposit** is required at the time of booking the center. Remaining balance must be paid no later than one month prior to the function or the key will not be provided to you the day of the function and that date and time will be forfeited.
3. **All applicants must provide a Certificate of Insurance naming the Town of Crawford as an additional insured.**
 - **If no alcohol is to be served at the function a Liability Insurance Policy of \$500,000.00 must be provided. If alcohol is to be served at the function a General Liability Insurance Policy in the amount of \$1,000,000.00 with an endorsement providing Liquor Liability Insurance in the amount of \$1,000,000.00 must be provided. A signed Alcohol Agreement is required to serve alcohol.**
Please initial: _____
4. Applicants and their guests using the Center shall conduct themselves properly at all times while on the premises of the Center and shall refrain from any activity that would annoy or offend the public or other social gathering at the center. If any outbreaks of disturbance or misconduct occur, or if any law enforcement official has to be called, the Town of Crawford has the right to remove any party responsible or to cancel this contract and ask everyone to leave without a refund of monies.
5. At the termination of applicant's use, the designated area shall be surrendered in the same condition of cleanliness and repair as it was upon commencement of the use, broom-clean, with all trash and other material removed to designated containers. If the Town incurs any expense to clean up or repair any condition resulting from applicant's use, the applicant shall be liable for any and all reimbursement to the Town of Crawford in excess of the security deposit.
6. Applicants shall be solely responsible for obtaining any and all required permits or approvals relating to its use.
7. Cleaning supplies such as garbage bags, etc., **MUST** be supplied by the renter.
8. **All tables and chairs will be put away at the end of your event and no chairs will be put on top of the tables or your security deposit will be forfeited.**
9. The Center will only be rented for private parties, fundraisers and group meetings. The Center will not be rented to organizations that charge admission to the general public as a means of making a company profit.
10. If you use a Town of Crawford business to cater an event or purchase food for your event (minimum \$250.00) you may be eligible for a 10% discount off the price of the rental.
11. NO outside appliances may be brought in to the center and used. This includes, but is not limited to, fryers, microwaves, coffee pots, griddles, blenders, toasters, etc. The sound system and projector screen are NOT available for use.

Town of Crawford Senior and Community Center Checklist

After your function is held, a Town of Crawford employee will use the checklist below to determine the amount of **Security Deposit to be refunded**. If for any reason prior to use, you as the renter notice any damage, please advise the Town of Crawford Police Department. If the damage is not reported at once, the renter will be held liable for the cost of repair. Portion of the deposit forfeited for failure to comply is noted as follows:

1. Garbage must be taken out to the dumpster behind the Town Hall Government building including the bathroom garbage. \$10.00
2. Floors must be broom swept and spills mopped up. \$50.00
3. Parking lot and area surrounding the building must be cleaned of all debris from party/function. \$50.00
4. Nothing will be attached to walls at all. (no tape, staples, push pins, command strips, etc.) \$75.00
5. Kitchen left in clean and proper order. All pots, pans, dishes and utensils are to be washed, dried and put away if used. \$75.00
6. Bathrooms left clean and in working order with garbage empty. \$40.00
7. Tables and chairs wiped clean and left in an orderly fashion. \$40.00
8. If doors are left open or unlocked. \$50.00
9. ABSOLUTELY NO SMOKING ALLOWED INSIDE THE COMMUNITY CENTER. Facility is subject to spot inspection by a code enforcement official. Fines will be issued.
10. The security lights must not be tampered with in anyway or you will lose part of the security deposit.
11. All windows, screens, doors and all other Community Center property is unharmed. Patio umbrellas must be put back in to the closed position.
12. The Community Center has been properly locked and all lights turned off (check bathrooms) and key immediately placed in the drop box after usage.

Failure to comply with this checklist and all other rules and regulations of renting the Crawford Senior and Community Center will result in the loss of the rights to use the Center in the future and possible billing for additional damage and/or cleaning incurred. These rules apply to everyone using the Community Center.

I understand that I am to pick up the keys from the Town Clerk and leave the keys when finished in the drop box located at the front of the building. I understand I am to leave the building in a clean and orderly condition. I will report any accidental breakage or damage to the Supervisor's Office or the Police Department and agree to be responsible for the cost of repair or replacement.

The undersigned hereby represent that he/she is the applicant or authorized agent of the applicant named herein and that he/she has received and has read and reviewed all the rules and regulations in this contract the undersigned acknowledges that he/she fully understands all of the rules and regulations set forth herein and agrees to abide by the rules and regulations and will use his/her best efforts to ensure that all individuals in attendance at the center will comply with the rules and regulations, The undersigned also declares that the factual information furnished by him/her in this application is true, accurate and complete to the best of his/her knowledge and belief. If the applicant does not conform to any and all of the rules and regulations set forth in this contract, the undersigned agrees that the Town of Crawford is entitled to cancel this contract with no refund due to the applicant. Rental fees and times are subject to change at the discretion of the Town of Crawford Supervisor and the Town of Crawford Town Board without notice. The undersigned agrees to all items set forth in this contract.

Signature: _____ Date: _____

Witnessed by: _____ Date: _____

Consumption of Alcohol Agreement

The undersigned applicant, in serving any alcoholic beverages on Town property, understands the following:

1. Any individual, group, vendor or organization serving alcohol on Town property must provide a Certificate of Insurance showing that General Liability Insurance in the amount of \$1,000,000 is in place with an endorsement providing Liquor Liability Insurance in the amount of \$1,000,000 as well. The Certificate of Insurance must show that the actual insurance policy names the Town of Crawford, 121 State Route 302, Pine Bush, NY 12566 as an additional insured.
2. No sales of alcohol.
3. No minors shall be served alcohol.
4. They are responsible for any and all damages caused by anyone in or attending their function.
5. The server/host function which serves alcoholic beverages may be liable for injuries sustained by intoxicated persons.
6. They will clean up the area and maintain the area in condition as it was when they arrived.
7. No glass bottles allowed in Town Parks.

To prevent unnecessary confrontation and/or conflict follow these tips:

- Have available and promote the consumption of non-alcoholic beverages.
- If possible, use a licensed bartender to dispense drinks.
- Check each person's ID. **YOU MUST BE 21 YEARS OF AGE IN NEW YORK.**
- Stop serving alcoholic beverages 1 hour prior to the end of your function.

If you suspect someone has had too much to drink:

1. **STOP** serving them.
2. Do **NOT** let them drive.
3. **Call 911**, if you are unable to handle the situation.

I, _____, have read and understand the terms and agree to comply with this agreement.

Signature

Date: _____