

Town of Bedford Recreation and Parks Department

425 Cherry Street Bedford Hills, NY 10507 Telephone # 914-666-7004 Fax # 914-666-3863



**Bedford Hills Community House
74 Main Street, Bedford Hills, NY 10507
Facility – Use Application**



This application must be submitted to the Town of Bedford Recreation and Parks Department office at least two weeks (14 days) prior to date (or first date) of planned usage. Please read the facility-use policies, including insurance requirements, on the reverse side of this application.

1. Room(s) requested:

- Main Auditorium Lounge Meeting Room Board Meeting Room Kitchen Stage Legion Room (basement)
- Other – Please describe _____

2. Date requested: _____, ____ / ____ / _____ Hours requested: From ____ am/pm To ____ am/pm
Day of Week/Month Day Year (including set-up and break-down)

OR Please indicate ALL program dates requested _____

3. Please describe the event/program _____

4. Will there be an admission fee? Yes No If so, what will the fee(s) be? \$ _____
For what purpose will the proceeds be used? _____

5. Are you requesting the use of alcoholic beverages? Yes No (If so, a separate permit must be issued)

6. Anticipated/planned total approx. attendance _____ Are they ____ all adults (over age 21)?
OR ____ adults and children?

7. Equipment needed to be made available for your use (tables, chairs, etc.): _____

8. Name of Organization: _____ Tel. # _____

Address _____

Municipality _____ State ____ Zip Code _____

9. Name of Person *in attendance and in charge of event/program* _____
Daytime Tel. # _____ Alternate Daytime Tel. # _____

The above named person, on behalf of the organization, agrees to all facility-use policies as described on page 2 of this application.

SIGNATURE OF APPLICANT

DATE OF APPLICATION

PLEASE DO NOT WRITE IN THIS SECTION

TOTAL FEE CHARGE \$ _____ DEPOSIT \$ _____ BALANCE \$ _____
ALCOHOL REQUESTED? _____ INSURANCE RECEIVED? _____

Room(s) APPROVED

- Main Auditorium Lounge Meeting Room Board Meeting Room Kitchen Stage Legion Room (basement)
- Other – Please Describe _____

EQUIPMENT NEEDED _____

MISC. INFO _____

Approved by SUPERINTENDENT OF REC. & PARKS _____ DATE _____

Bedford Hills Community House FACILITY – USE POLICIES

These policies are intended to assist you with your use of the Bedford Hills Community House. Your cooperation in adhering to all policies is appreciated so that other community members may enjoy its use. Please read these policies carefully prior to submitting your usage request. Thank you.

- 1) The pink copy of this application form will be issued to you if/when it is approved. It will be mailed to the organization's address as you have indicated on the front of the application. Please be sure to have it available for inspection at the Bedford Hills Community House on the day(s) of your usage.
- 2) The BHCH may be reserved for a specific time period, including set-up and break-down time. Please be prompt arriving to begin set-up and please leave on time following the break-down at the conclusion of your event/program.
- 3) Please always leave the facilities you have used in the same or better condition than you found them.
- 4) There is NO SMOKING IN THE BHCH.
- 5) Parking around the Community House is extremely limited. Please do not park illegally on the streets nor park on any grass areas surrounding the BHCH.
- 6) As the BHCH is in a residential area, all functions must be over and the facilities broken-down and cleaned no later than 10:00 PM.
- 7) A Certificate of Insurance is required for use of the BHCH naming the town of Bedford as additional insured. This certificate must be provided to the Town of Bedford Recreation and Parks Department at least 5 (five) days prior to the planned usage.
- 8) Please be extremely cautious when decorating any area of the BHCH so as to not damage walls, equipment, etc. and all decorations must be approved, fire-resistant materials.
- 9) All approvals for use of the BHCH, though granted, are subject to cancellation in the event of conflict with the Town of Bedford Recreation and Parks Department's activities as deemed by the Superintendent of Recreation and Parks or if facilities are misused, damaged or policies are not being observed.
- 10) All functions attended by minors must be appropriately chaperoned by a ratio of 1:12) (one adult to twelve minors).
- 11) Cancellation Policy: The Town of Bedford Recreation and Parks Department must be notified of an event/program cancellation by 3:00 p.m. on the last working day prior to the planned usage or the organization may be subject to partial or full loss of fee. If inclement weather causes and organization to cancel on the scheduled date of their event/program then an alternative date will be provided subject to availability.
- 12) The use of alcoholic beverages in the BHCH is prohibited unless the Superintendent of Recreation and Parks has granted specific permission for its use.
- 13) It shall be the liability of the user organization for damage to any area or equipment in the BHCH and they will be responsible for the costs for repair or replacement.
- 14) General cleaning supplies and equipment is stored in the kitchen and is available for your use. Please bag all bulk trash, remove from the building and place it in the trash containers in the fenced area outside the rear kitchen door.
- 15) Please use ONLY those rooms or areas of the building which have been approved for your use.
- 16) In the event of an emergency, please use the pay telephone available on the main floor of the BHCH next to the kitchen-Dial 911, no money is needed. The Town of Bedford Police Department telephone number is 241-3111.

Superintendent of
Recreation & Parks
William F. Heidepriem



Director of Leisure
& Human Services
Dr. Marilynn R. Glasser

TOWN OF BEDFORD
RECREATION AND PARKS DEPARTMENT

Bedford Hills Community House Rental Deposit Agreement

The rental of the Bedford Hills Community House is restricted to residents of the Town of Bedford. It is the commitment of the Town of Bedford Recreation & Parks Department to be user-friendly, and to see to it that our facilities are kept clean and presentable for all. The use of the building requires a deposit check, which will be returned and not processed contingent upon meeting the terms of the agreement

The Main Auditorium – To be used for larger functions such as baby showers, bridal showers, graduations, etc. \$300.00 for the first six hours, \$50.00 each additional hour. *Requires a deposit of \$200.00*

The Legion Room – (Downstairs) – To be used for Children’s Birthday Parties, and smaller engagements. \$40.00 per hour. *Requires a deposit of \$100.00*

*Your deposit will be returned to you in full as long as the following terms are met:

- ❖ Tables and chairs are returned to where they belong (where you found them)
- ❖ Garbage is taken out (Dumpster is to the right of the door going outside from the kitchen.)
- ❖ The common areas used by the guests (bathrooms, hallways) are left in clean presentable condition.
- ❖ There are NO decorations, balloons, papers, wrappers etc. left behind.
- ❖ The floors are clear and free of spills, or mess made during your rental.

If there is a mess or damage left behind, a portion or all of your deposit will not be returned, depending on custodial time and severity of the misuse.

I _____(renter) Scheduled to use the _____(room) on
_____ (date) Agree to leave a refundable deposit of _____(amount)

and further agree to leave the room in the condition I found it in or better. I understand that any mess left or misuse of this privilege will result in losing a portion or all of my deposit as well as future rental privileges.

Signed _____ Date _____

Print _____ Received by _____