Town of Bedford Recreation and Parks Department
425 Cherry Street, Bedford Hills, NY 10507 Tel. 914-666-7004 Fax 914-666-3863

# 2014 Bedford Hills Community House Facility Use Application 2014

## 74 Main Street, Bedford Hills, New York 10507

**Application for use of a Town Recreation Facility must be submitted to the Recreation and Parks Department Office at least (15) days prior to date of event.**
**Insurance Requirements – Refer to Facility Use Policies on reverse side # 7**

**Rooms Requested**: (capacity)

_____ Main Rm (150) _____ Lounge Meeting Rm (16) _____ Kitchen ____ Stage
_____ Legion Rm (basement) (50) _____ Board Meeting Rm (16) _____ Sun Rm (14) ____ Other

**Date of event**_____**From**_____**To**_____

**Additional dates**_____

**Type of Event**_____**(Approx) Attendance** _____

**If admission is charged, for what purpose are proceeds to be used?** _____

**Are you requesting the use of alcoholic beverages?** _____ (If so, a separate permit must be issued)

**Equipment required (tables, chairs, etc.)** _____

**Name of person in charge of event – Please print** _____

_____
**Address** **City** **Zip**

_____
**Name of Organization** **Phone Number** **Alternate Number**

**The above named individual or organization further agrees to follow the facility use polices on the reverse side of this application.**

_____ _____
Signature of Applicant - Required for Approval Date of Application

### Official Use Only

**2014 FEE SCHEDULE:**

____ Non profit Organization ____ Private Groups

_____**$420/6hrs** Main Auditorium, Kitchen, Lounge + $250 refundable deposit *

_____**$55/hour** Legion Room (lower level) + $100 refundable deposit *

_____**$35/hour** Sun Room

_____**$35/hour** Board Room

_____**$35/hour** Lounge Room

_____**$10/hour/mtg** _____Room

**Comments:**_____

_____

**Copies: File____ Police____ Town Clerk____ Building Dept.____**

| | |
|---|---|
| **TOTAL FEE** | **$** |
| **DEPOSIT** | **$** |
| **BALANCE DUE** | **$** |

_____
**Insurance Received**

_____
**Approval Signature**

_____
**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. A 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. All user groups will be required to sign a Hold Harmless Form.

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. Smoking outside the building is restricted to the patio area.

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 12:00midnight.

7. Businesses, organizations and non-profit groups will be required to provide a certificate of insurance naming the Town of Bedford as additional insured. Please refer to separate insurance requirement packet provided.

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 and be removed when done.

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 3:00pm 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 an 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 **approval is granted by the Town Clerk. Please note a separate alcoholic beverage permit application must be submitted to the Town Clerk for consideration**.

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, The Town of Bedford Police Department telephone number is 241-3111.

**TOWN OF BEDFORD**
**321 Bedford Road, Bedford Hills, NY 10507**

## INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

We agree to hold harmless, indemnify and defend the Town from and against any and all claims, damages, liabilities, obligations, judgments, charges, costs, expenses and fees, including but not limited to personal injury and property damage or theft, arising from our use of the Bedford Hills Community House or any other Town owned property.

Organization Name: _____

Event Location: Bedford Hills Community House

Date of Event: _____

Name: _____ Signature: _____

Date: _____

**Please sign, date and return to:**

**Town of Bedford**
**Town Clerk's Office**
**321 Bedford Road**
**Bedford Hills, NY 10507**
**Fax (914) 666-5249**

**TOWN OF BEDFORD**
**321 Bedford Road, Bedford Hills, NY 10507**

INSURANCE REQUIRED FOR USE OF TOWN OF BEDFORD OWNED PROPERTY

The user and any sub-contractor (i.e. caterer, entertainment or vendor) must provide insurance as follows:

1) **Commercial General Liability (CGL)**
   - Limits of not less than $1,000,000 Each Occurrence/$2,000,000 Annual aggregate
   - Town of Bedford and their agents, officers, directors and employees must be listed as additional insured. Coverage for the additional insured shall apply as Primary and Non-Contributing Insurance before any other insurance or self-insurance, include any deductible, maintained by, or provided to, the additional insured's.
   - Waiver of Subrogation to be included in favor of the Town of Bedford
   - Coverage for athletic participants must be included if renter is an athletic team or league.

2) **Workers Compensation and Employers' Liability and N.Y.S. Disability for all employees**
   - Statutory Workers' Compensation & Employers' Liability including a Waiver of Subrogation in favor of the Town of Bedford
   - N.Y.S. Disability Benefits Insurance

**NOTE: <u>ACORD</u> form is not acceptable proof of workers compensation coverage; must provide C-105.2 and Disability to be provided on DB-120.1.**

3) All users acknowledge that failure to obtain such insurance on behalf of the Town of Bedford Constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Town of Bedford. The user must provide the Town of Bedford with a certificate of insurance, evidencing the above requirements have been met, prior to the event or use of facilities. The failure of the Town of Bedford to object to the contents of the certificate or absence of same shall not be deemed a waiver of any and all rights held by the Town of Bedford.

**Note**: a) The coverage must be underwritten by an Insurance Company with at least 'A 7' Best rating as defined by A.M. Best.

b) If applicant is applying for an Alcohol permit from the Town Clerk, the certificate of Insurance must also include alcohol coverage as follows: If a fee is not being charged to those attending the applicant's event, "Host Liquor Liability" coverage must be provided at the same limits indicated in 1) above or, if a fee is being charged to those attending the applicant's event, "Liquor Law Liability" coverage must be provided at the same limits as indicated in 1) above.

**<u>Individuals:</u>**

Required Insurance:
- Homeowners Insurance
  Section Two – Liability: $500,000 limit of liability. Policy shall not exclude the off-premises activities of the insured and should include Host Liquor Liability.