

Bedford Hills Community House

Facility Rental Information



**74 Main Street
Bedford Hills, NY 10507**

The Bedford Hills Community House is available to rent for special occasions, group meetings and/or events. With a variety of room sizes and amenities, this newly renovated community building can meet the needs to host a wide range of functions, big or small, formal or informal. Managed by the Bedford Recreation & Parks Department, Town of Bedford residents and community organizations are eligible to rent the Bedford Hills Community House.

ROOM DESCRIPTIONS AND AMENITIES

Main Hall (Rental capacity 120)

Rental of the Main Hall, which includes stage, patio and kitchen, is the perfect venue for a large special occasion, whether it be a wedding, baby shower, birthday celebrations, family reunion, etc.

- Located on the main floor
- 6 hour room rental, includes set-up and breakdown* (See fee schedule)
- Rental requires building supervisor to be on-site during event
- Two ADA restrooms located on main floor
- Newly installed HVAC system throughout building
- Newly installed wood floors
- Large HD Smart TV
- 12 Round Tables – 72 inches
- 120 Chairs
- Room rental includes:
 - Commercial kitchen
 - 6 burner commercial gas stove
 - Side-by-side refrigerator and freezer
 - Prep tables
 - Prep and washing sinks
 - Stage (Does not include use of in-house sound system or theater lighting)
 - Patio
- Trash and recycling containers (Responsibility of the renter to remove trash/recycling from building as directed on facility guidelines)

**Requests for alternate (less or more) rental hours, requires special approval from the Superintendent of Recreation & Parks.*

Activity Room (Rental capacity 80)

The Activity Room is an ideal space for a child's birthday party, a small family gathering or medium size meeting.

- Located on the lower level of the building
- Room is rented by the hour (See Fee Schedule)

- Room is handicap accessible via elevator lift from main level
- Two restrooms off lower level landing (near main stairway)
- Newly installed HVAC system throughout building
- Newly installed wood floors
- 12 Rectangle tables – 6ft long
- 80 Chairs
- Trash and recycling containers (Responsibility of the renter to remove trash/recycling from building as directed on facility guidelines)

Meeting Room (Rental capacity 18)

The Meeting Room is a convenient and fully accessible room best suited to host small meetings and gatherings.

- Located on the main floor (entry level)
- Room is rented by the hour (See Fee Schedule)
- Two ADA restrooms located on the main floor
- Newly installed HVAC system throughout building
- Newly installed LED recessed lighting
- HD TV
- 2 Rectangle tables – 8ft long
- 12 Chairs

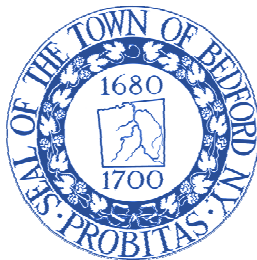
Classroom (Rental capacity 22)

The Classroom is the perfect spot for small meetings, presentations or trainings.

- Located on the upper level of the building
- Room is rented by the hour (See Fee Schedule)
- One restroom on upper level
- Newly installed HVAC system throughout building
- Newly installed LED lighting
- HD Smart TV
- 4 Rectangle tables – 6ft long
- 22 Chairs

HOW TO RENT A SPACE AT THE BEDFORD HILLS COMMUNITY HOUSE

- Call the Recreation & Parks Department at 914-666-7004 to see if the date you are requesting is available.
- If available, complete and submit the BHCH Facility Use Application packet.
 - BHCH Facility Use Application
 - Indemnification & Hold Harmless
 - Certificate of insurance, if applicable
- Upon review of the application, and based on availability, your date will be added to the facility schedule.
- The reservation is not secured until all required paperwork and nonrefundable deposit are received by the Recreation & Parks Department office.



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 field/facility use in the Town on Town of Bedford property.

Applicant/Organization Name: _____

Event Location: **BEDFORD HILLS COMMUNITY HOUSE**

Date(s) of Event: _____

Name: _____ Signature: _____

Date Signed: _____

Nature of Use: Facility/Field/Park use in/on Town of Bedford Property

Please sign, date and return to:

**Town Clerk's Office
321 Bedford Road
Bedford Hills, NY 10507**

914.666.4534

Fax 914.666.5249

TownClerk@BedfordNY.gov

FACILITY-USE GUIDELINES

Bedford Hills Community House ~ 74 Main Street, Bedford Hills, NY 10507

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

General Building Use Guidelines:

1. Keys to the BHCH are issued at the Recreation Office, 425 Cherry Street, Bedford Hills. Key(s) should be picked up two days in advance of the scheduled date of use and must be returned back to the office the next business day. If renting the Main Hall, a building supervisor, is assigned to the event and, therefore, getting a key is not required.
2. This is a NO SMOKING facility. Candles are NOT permitted.
3. Parking around the BHCH is extremely limited – Please do not park illegally on the surrounding streets or on any grass areas.
4. The BHCH is in a residential area, all users must vacate the facility and grounds no later than 12:00 midnight on Fridays and Saturdays, and 11:00pm on Sundays thru Thursdays.
5. Businesses, organizations and non-profit groups will be required to provide a certificate of insurance naming the Town of Bedford as an additional insured. This includes any outside business being brought onto the premises by the user/renter. Insurance requirements are included with this application packet.
6. All approvals for use of the BHCH, once granted, are subject to cancellation in the event of a 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 guidelines are not being observed.
7. **Cancellation:** The Town of Bedford Recreation & Parks Department must be notified of a reservation cancellation by 3pm on the last work day prior to the reservation date or the applicant may be subject to partial or full loss of fee. If inclement weather causes an applicant to cancel on the scheduled date of their reservation, then an alternative date may be provided subject to availability.
8. Proper care must be observed to avoid defacing painted surfaces or floors. In addition, no nails, tacks, screws, hooks, or tape may be applied to walls, floors or external surfaces of the building.
9. Both the interior and exterior of the BHCH shall be left in the same condition as found.
10. All functions attended by minors must be appropriately chaperoned by a ratio of 1:12 (one adult to twelve minors).
11. The use of alcoholic beverages at the BHCH is prohibited unless a permit is granted by the Town Clerk prior to the date of the event. The Alcohol Beverage Permit application is available at the Recreation and Town Clerk's office or online at www.BedfordNY.gov/Forms.
12. It shall be the liability of the applicant for damage to any area or equipment in the BHCH and they will be responsible for the costs of repair or replacement.
13. Please use ONLY those rooms or areas of the building which have been approved for your use.
14. In the event of an **emergency**, call the Town of Bedford Police Department at **914.241.3111**.



Bedford Hills Community House



BHCH Renter Use Reminders

Before your event:

- Certificate of insurance is required to be provided by any outside vendor/business being brought on premises. The approved applicant is responsible for getting all certificates to the town 20 days prior to event.
- Building key is to be picked up from the Recreation & Parks Office at 425 Cherry Street at least 2 days in advance of your event.
- Be aware there is NO use of tape, putty, nails, etc. on any surface that will leave residue or any marks.
- Do not lean tables, chairs, etc. against walls.
- If using the kitchen, all needs for cooking and cleaning must be provided by the user/renter.
- Westchester County Department of Health permits are required for any on-site cooking. Valid permits must be submitted to the Recreation & Parks Department before your event.

During your event:

- You must have the signed approval for facility use on the premises. Digital copy is acceptable.
- The Community House is in a residential area, please be respectful of the neighbors.
- Thermostats are pre-programmed and only allow for a limited range of temperature. If you change the thermostat, return it to the original setting at the end of your event.
- Don't overload the electrical outlets. Please utilize the various outlets for your electrical needs.
- If you use balloons, keep them clear of chandeliers and do not release them outside.

When you leave:

- General cleaning supplies and equipment are available in storage closets on main and lower level. Indoor spaces must be broom clean. All garbage, including recycling, must be removed and disposed of in appropriate trash receptacle located outside the side door on the lower level (Main Street side).
- Outdoor areas must be clean, with all debris picked up from ground and patio area. Nothing should be left outside of garbage cans.
- All lights must be turned off, no windows should be left open.
- No food or drinks should be left anywhere in the building, including in the oven or in the refrigerator.
- Please return tables and chairs to appropriate storage location.
- Any rented items or equipment must be removed by 8:00am the day after your event (unless other arrangements were made with Bedford Recreation & Parks Department).
- Any task not completed upon clean-up will result in loss of your deposit.

Town of Bedford Recreation & Parks Department ~ 425 Cherry Street, Bedford Hills, NY 10507
Tel. # 914-666-7004 Fax # 914-666-3863 recreation@bedfordny.gov



INSURANCE REQUIRED FOR TOWN OF BEDFORD OWNED PROPERTY

Insurance

- 1) Commercial General Liability (CGL) coverage with limits of Insurance of not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate.
 - a) If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each location, if applicable.
 - b) CGL coverage shall be written on ISO Occurrence form CG 00 01 1093 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, product-completed operations, and personal and advertising injury, blanket contractual including injury to subcontractors employees.
 - c) Waiver of Subrogation to apply in favor of the Town of Bedford.

IF APPLICABLE:

- 2) Workers Compensation and Employers' Liability and N.Y.S. Disability – Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees and Workers Compensation must include a waiver of subrogation in favor of the Town of Bedford.
- 3) Commercial Umbrella: \$1,000,000 each occurrence and \$1,000,000 annual aggregate.

Note: ACORD form is not acceptable proof of workers compensation coverage; must provide C-105.2 and Disability to be provided on DB-120.1

Note:

a) Town of Bedford and their agents, officers, directors, employees and volunteers must be listed as additional insured using endorsement CG 2026 or equivalent with the exception of the Workers Compensation and N.Y.S. Disability policies. The coverage must be underwritten by an Insurance Company with at least 'A 7' Best rating as defined by A.M. Best. 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.

Bedford Hills Community House

2021 Rental Fee Schedule*

Resident Rates

Rooms	Rates	Deposit Required
Main Hall (includes use of stage, kitchen & patio)	\$600.00 <i>6 hour rental</i>	\$250.00
Activity Room (Lower level)	\$80.00/hr. <i>4 hour maximum rental</i>	\$100.00
Meeting Room (1 st floor)	\$50.00/hr.	No deposit required
Classroom (2 nd floor)	\$50.00/hr.	No deposit required

Community Group Rates

Rooms	Rates	Deposit Required
Main Hall (includes use of stage, kitchen & patio)	\$50.00/hr.	\$250.00
Activity Room (Lower level)	\$30.00/hr. <i>4 hour maximum rental</i>	\$100.00
Meeting Room (1 st floor)	\$20.00/hr.	No deposit required
Classroom (2 nd floor)	\$20.00/hr.	No deposit required

*BHCH Rental Fee Schedule is reviewed annually, and may be adjusted in 2022.