

TOWN OF MARBLETOWN
P. O. Box 217
Stone Ridge, NY 12484
(Community Center location, 3564 Main St. Rt. 209)
parcs@marbletown.net
www.marbletown.net
(845) 687-7500 ex 170

APPLICATION FOR USE OF MARBLETOWN COMMUNITY CENTER

PERMITS REQ'D: _____ Insurance; see insurance requirements attached
_____ If you are supplying/serving food for a public event you must obtain a Health Dept. Permit and submit a copy of it to this office prior to the event. (Does not include private parties)

NAME /ORGANIZATION _____

DATE/DATES REQUESTED _____ HOURS _____
Including set up and breakdown

WILL ALCOHOLIC BEVERAGES BE SERVED? _____ (SEE PERMITS ABOVE)

PURPOSE FOR REQUESTING CENTER _____

NUMBER OF PEOPLE _____

WILL ADMISSION BE CHARGED? _____ HOW MUCH? _____

PERSON(S) SUPERVISING: (MUST BE 21 YEARS OR OLDER)

NAME

ADDRESS

PHONE#

*Security deposit to be returned after submission of a signed cleanup checklist and an inspection by town personnel. Any cost for Town's cleaning or repairs will be deducted from the deposit.

The Marbletown Community Center is owned and operated by the Town of Marbletown. Its purpose is to provide Town sponsored or co-sponsored recreational, educational, and/or community programs for the Marbletown community. When the Community Center space is not scheduled to be utilized by the Town of Marbletown, organizations and individuals may reserve and rent space for their use in accordance with this Reservation and Rental Policy.

Marbletown Community Center facilities available for rental include a large multipurpose room, a second multipurpose room (these two rooms can be used in combination or two separate rooms for meetings), and kitchen. These facilities may be rented and reserved to individuals; civic, educational, recreational, and cultural nonprofit groups; and to business organizations. Rental use for making a profit is prohibited. Rental rates, charges, and/or fees are established and approved by the Marbletown Town Board.

POLICIES

1. If the applicant ("Licensee") is an individual, Licensee must be an adult, age 21 years of age or older. If Licensee is an entity, a responsible adult, age 21 years of age or older, must always be present and supervising.
2. In addition to the space rental fee, applicable fees for reservation and rental of the Marbletown Community Center may include professional cleaning and damage security deposits.
3. Licensee will comply with maximum building and room capacities as set forth by the Town of Marbletown and will also adhere to the number of attendees in which Licensee states in the Marbletown Community Center Facility Rental Application.
4. Licensee will comply with all laws, ordinances, and regulations adopted or established by federal, state, county, or Town of Marbletown and require that all its attendees comply with same. Licensee will comply with all Marbletown Community Center rules and regulations and will require that all its attendees comply with same.
5. The Town of Marbletown or its agents will not be responsible for any accidents or personal injuries that occur during the leasing period. Licensee is responsible for the actions of the participants in their group and/or event.
6. The Town of Marbletown will not be responsible for any stolen or left behind goods
7. Licensee is responsible for the cost of any professional repairs or replacement of any damages to the facility or equipment.
8. Alcoholic beverages are not allowed in the Marbletown Community Center unless the approved applicant has obtained and provided a "Host Liquor Liability License". (eventhelper.com)
9. The Town of Marbletown reserves the right to require Licensee to provide insurance for its events including insurance covering the Town of Marbletown, the facility and the persons in attendance.

10. The Town of Marbletown must approve all decorations for the event. Smoke/Fog machines are prohibited. Nothing is to be attached to the walls, doors, windows, or equipment in the Marbletown Community Center without town approval.
11. Licensee's event shall end no later than 11:00pm, not to include clean up time. A later ending time than 11:00pm must be requested and approved by the Youth and Recreation Director during the rental application process.
12. Licensee's reservation is for the hours specified on Licensee's reservation application that has been approved by the Town of Marbletown. Please make sure that you request enough time for set up and clean up. Licensee will be subject to additional charges for time that exceeds the approved hours. These charges could be withheld from applicable security deposit.
13. Rental payment is due within five days of approved date. Application and Security due at the time of booking. No reservation is confirmed until form and security payment is received.
14. The Marbletown Community Center is a no smoking facility. Smoking is not allowed on Community Center property.
15. Licensee always agrees that the event and all activities will be conducted with full regard to public safety and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety and with the Town of Marbletown to assure such safety. All portions of sidewalks, entries, doors, passages, halls, corridors, and all ways of access to public utilities of the premises shall be kept unobstructed by Licensee and shall not be used for any purpose except for ingress or egress to and from the premises of Licensee. Licensee agrees to not bring onto the premises any material, substance, equipment or object which is likely to constitute a hazard to the property thereon. The Town of Marbletown shall have the right to refuse any such material, substances, equipment, or object, as well as the right to require its removal.
16. Licensee assumes all costs, liabilities, and claims arising from the use of patented, trademarked, franchised, or copyright music, movies, devices, processes or dramatic rights used on or incorporated in the event.
17. The Town of Marbletown reserves the right to make cancellations to any reservation at any time due to unforeseen circumstances. Cancellation notices will be issued as far in advance as possible. All rental fees and deposits will be returned in full if the cancellation is initiated by the Town of Marbletown. The Town of Marbletown will not be liable for any other costs incurred by Licensee due to cancellations made by the Town of Marbletown.
18. Cancellations initiated by Licensee less than 72 hours prior to a reservation will not be refunded their security deposit. If cancellation is due to inclement weather, security and any rental fee paid will be at the discretion of the Youth and Rec Office.
19. The Town of Marbletown reserves the right to refuse rental to any person or group for any event that, at the sole discretion of the Town, is deemed to potentially impair the health, welfare, and/or public safety of citizens or the efficient operation of the Marbletown Community Center.
20. Licensee must ensure that the facility is left in a manner that is consistent with the way it was upon their arrival. Licensee is expected to make sure all trash, paper, cups, food, bottles, etc. is placed in the provided and appropriate containers. All tables and chairs that are provided by the Town should be wiped down and cleaned, along with the warming kitchen if utilized. Recycling containers are provided; please recycle appropriately.
21. At the conclusion of the rental, Licensee understands that they will be held financially responsible for any damages to the facility that may occur during the event and are always responsible for their guests' behavior. The Town of Marbletown endeavors to provide and maintain a family atmosphere and facility. The Town of Marbletown expects each user group to treat the Marbletown Community Center with care and respect.

The Town of Marbletown reserves the right to alter these policies if necessary or it is in the best interest of the Town of Marbletown.

The undersigned Licensee certifies that it has read the above rental policies and understands that it is responsible for Licensee and its guests adhering to the policies at the event for which Licensee has reserved and rented the Marbletown Community Center. Licensee agrees to defend, indemnify and save harmless the Town of Marbletown, its agents, officers, employees, contractors, and volunteers, each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of whatsoever kind or nature in connection with Licensee's license and use of the facilities, including, without limitation, any and all direct and indirect costs of defense, made against, or incurred or suffered by, any such indemnitees as a direct or indirect consequence of injury, sickness, or disease, including death, to persons; injury to, or destruction of property, including without limitation, the loss or use of property, or any other cause of action whatsoever, arising out of, resulting from, or which would not have occurred or existed but for Licensee's (and its employees', contractors', agents', officers', and guests') use of the Marbletown Community Center. This indemnity shall include, without limitation, any and all liabilities, demands, claims, damages, losses, costs and expenses caused, or alleged, to have been caused by any negligence or any other act or omission of Licensee or Licensee's employees, contractors, agents, officers or guests. The signer agrees to obey all laws of the Town and takes note of the Town Ordinance requiring prior written notification to the Town regarding property in need of repair or replacement.

IF LICENSEE IS AN INDIVIDUAL:

(Print Name)

(Signature)

(Date)

IF LICENSEE IS AN ENTITY:

(Print Entity Name)

(Signature of authorized person)

(Print name of authorized person)

(Title of authorized person)

(Date)

Town Staff Signature: _____

Printed Staff Name: _____

Date: _____

Use of the
Town of Marbletown Community Center and Town Park
Insurance Requirements

No Alcohol At Event

You must provide a Certificate of Insurance from your Homeowner's/Renter's insurance policy. If you do not have homeowner's/renter's insurance, you must obtain an Event Policy for the day you are renting. www.eventhelper.com

Alcohol At Event

You must obtain a Host Liquor Liability License naming the Town of Marbletown as additional insured. www.eventhelper.com or through your homeowner's/renter's policy

Description of Operations: should read as follows:

The Town Of Marbletown is listed as additionally insured with respects to liability as required by written contract on a primary and non contributory basis for the rental and use of Town property on -----date(s)-----

Certificate Holder

Town of Marbletown
PO Box 217
Stone Ridge, NY 12484

Certificate for Additionally Insured and Waiver of Subrogation boxes need to be checked.

Please see the **SAMPLE** COI below for reference. **ITEMS IN RED ARE REQUIRED**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/30/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AGENCY NAME 123 MAIN ST BURBANK CA 91502	CONTACT NAME: AGENT NAME PHONE (A/C No Ext): FAX (A/C No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : INSURANCE COMPANY NAME INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED INSURED NAME 123 MAIN ST BURBANK CA 91502	NAIC # 12345

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	XX		POLICY NUMBER	01/30/2015	01/30/2016	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$
							AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS \$
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)

The Town of Marbletown is listed as additionally insured with respects to liability as required by written contract on a primary and non contributory basis for the rental and use of Town property on -----date(s)

CERTIFICATE HOLDER

CANCELLATION

Town of Marbletown
PO Box 217
Stone Ridge, NY 12484

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE