

Special Usage Application and Agreement for Lake Hill Lodge and Civic Park Picnic Grounds

302 Pine Grove Road, Smallwood, NY 12778, T: 845-583-6126
The Civic Association of Smallwood NY, Inc., P.O. Box 151, Smallwood, NY 12778

Thank you for your interest in renting our facilities. Please note, applications are to be submitted eight weeks prior to requested rental date.

Name(s) of applicant(s)

Address of applicant(s) Phone

Is one of the applicants a Civic member? Yes Civic member name:

Event date Event Start & End Times Rental of: Lodge Picnic Grounds Both

What type of event is it? Number of people attending?

Person responsible for closing building after event Person's Phone

Will you be cooking outside (BBQ) Yes Will alcohol be served? Yes No, alcohol-free event Will alcohol be sold? Yes

What type of alcohol If Yes, you must present a valid liquor license. INITIAL

Will any guests be UNDER 21 years of age? Yes If Yes, how many? How many adults OVER 21 years of age?

Will food be served? Will the kitchen be used? Will you be hiring a caterer? Who?

We/I understand a **\$100 security deposit**, refundable after the building and picnic area have been inspected and deemed in satisfactory condition by the Board of Directors, is to be **submitted with this application**.

Applicant must supply **homeowner's insurance addendum** (1-day event policy) **three weeks prior to event date** or the contract is void.

We/I understand members of the Civic Association authorized by the Board of Directors may enter the building or picnic area at any time to ensure there is no infractions of this contract. Such authorized person may stop the event immediately and no fees will be refunded if blatant infractions to this contract are discovered. These infractions include: (1) Person younger than 21 is being served or has alcohol on his person; (2) Alcohol available or brought in by anyone attending this event when application submitted states "alcohol free event"; (3) Smoking, the building is a smoke free facility; (4) Use of illegal drugs on the premises; (5) Music or amplification of any kind after 11:00 pm or extending the event past midnight; (6) Use of the facility by the attendees in a manner that is dangerous to themselves and/or destructive to the building or grounds; (7) The use of thumb tacks, scotch tape, staples or other fastening devices to any surface. All decorations must be approved by the interviewing director and such decorations must be removed by renter immediately following event. No modifications of any kind may be made to the premises.

Addendum to this contract may be attached and additional charges added, for example, hiring a security guard, chaperons, etc.

We/I understand that if application is denied, no reason for application refusal will be forthcoming from the Board of Directors. Any security deposit is to be refunded.

The preceding information has been explained to me and I have had the opportunity to ask any questions that We/I may have. We/I understand and agree to all the terms of this agreement.

SIGNED

PRINT NAME

DATE

SIGNED

PRINT NAME

DATE

Approved _____ Rejected _____ Date _____

Upon Approval, Facility Usage Pre- and Post-Event Review Procedures

1. Received signed special usage agreement. Yes
2. Received copy of renters' homeowners insurance addendum (1-day event policy). Yes Date received _____
3. Explained areas which are off-limits to guests. Yes Areas off-limits _____
4. Explained condition that hall is expected to be in upon conclusion. Yes
5. Explained organization's no smoking policy. Yes
6. Explained organization's alcohol policy. Yes
7. Explained proper use of cooking appliances and automated devices. Yes
8. Explained where trash is to be placed at end of event. Yes
9. Explained how building is to be cleaned, secured and appliances / lighting is turned off after event. Yes

Received and witnessed by interviewing Director conducting the walk through:

Renter's Signature _____

Date _____

Director's Signature _____

Date _____

\$100.00 Deposit received with application, refundable only if application is denied.

+

\$150.00 Rental Fee for Civic Park Picnic Area, Parking Areas and Park Bathrooms Only

OR

\$350.00 Rental Fee for Lake Hill Lodge and Parking Areas

+

\$100.00 Refundable Security Deposit, provided all contract stipulations are upheld.

+

\$ _____ additional costs for _____

= Total Cost of Rental \$ _____

Payment Received Date _____

Post-event, building and grounds checked by _____

Date _____

Notes _____

Please submit the completed digital application to smallwoodcivic@gmail.com (online payment to be arranged)

Alternatively, send the completed printed application and check to:

The Civic Association of Smallwood NY, Inc., P.O. Box 151, Smallwood, NY 12778

Thank you.