

**Smallwood Civic Association Rental Application and Agreement
for Lake Hill Lodge and Picnic Area**

Physical Address: 302 Pine Grove Road, Smallwood, NY 12778

Mailing Address: P.O. Box 151, Smallwood, NY 12778

Email Address: SmallwoodCivic@gmail.com

Thank you for your interest in renting our facilities. **Applications are to be submitted four weeks prior to requested rental date.**

Name of SWCA Member Applicant: _____

Applicant's Smallwood Address: _____

Applicant's Phone Number: _____

Event Contact Person if Different from Applicant: _____

Contact Phone Number: _____

Contact Email Address: _____

Requested Event Date: _____ Event Start Time: _____ Event End Time: _____

What Type of Event Are You Hosting: _____

Approximate Number of People Attending (*150 maximum capacity*): _____

Will Alcohol be Served? ____ Yes ____ No

Will alcohol be Sold? ____ Yes ____ No

- *If yes, you must present a valid liquor license and a licensed server such as a bartender, caterer or event coordinator must be on site for the duration of the event.*

Will food be served? ____ Yes ____ No Will the kitchen be used? ____ Yes ____ No

Will there be outdoor cooking? ____ Yes ____ No

- *If you will be cooking outside you must provide your own grill or some other apparatus.*

Will you be hiring a caterer? ____ Yes ____ No

Name of Caterer: _____

A **\$250 security deposit** is required upon the submission of this application to hold the requested date. If an event date is not mutually agreeable, your deposit will be returned to you. Your deposit is also refundable after the Lodge and any other areas used have been inspected and deemed in satisfactory condition by the Board of Directors or its representative.

Please Note: Should any damage to the Lodge and its premises, appliances, fixtures, or operating systems occur, Renter Member shall pay in full, all costs associated with the repair and replacement of any damage. If practicable, the Board of Directors or its representative will notify the Renter Member and review the damage and potential costs prior to repairs and replacement talking place. Failure to pay for damages in a timely manner may result in revocation of membership in the Smallwood Civic Association and possible legal action.

- Applicant shall work with SWCA Board of Directors member to obtain/prove all necessary permits and insurance **two weeks prior to the event date** or this agreement is void.
- We/I understand representatives of the Smallwood Civic Association authorized by the SWCA Board of Directors may enter the Lodge or picnic area at any time to ensure there are no infractions of this agreement. Such authorized persons may stop the event immediately and no fees will be refunded if blatant infractions to this agreement are discovered. These infractions include: (1) Person younger than 21 is being served alcohol or has alcohol on his person; (2) Alcohol available or brought in by anyone attending this event when application submitted indicates alcohol will not be served; (3) Smoking: the building is a smoke free facility; (4) Use of illegal drugs on the premises; (5) Music or amplification of any kind that would be considered not neighborly and Music or amplification of any kind after 11:00 pm; (6) extending the event past midnight; (7) Use of the facility by the attendees in a manner that is dangerous to themselves and/or destructive to the building or grounds; (8) No modifications of any kind may be made to the premises. All decorations and use of thumb tacks, scotch tape, staples or other fastening devices to any surface must be approved by the interviewing Board Member or Board representative. Such decorations must be removed by renter immediately following the event.
- Depending on the circumstances of the event an addendum to this contract may be attached and additional charges levied.
- We/I understand that if this application is denied, no reason for refusal is required from the Board of Directors.
- We/I have read and understand the terms of the supplemental Lodge Rental Responsibilities Checklist
- The preceding information has been explained to us/me and we/I have had the opportunity to ask any questions that we/I may have.
- We/I fully understand and agree to all the terms of this agreement

SIGNED

DATE

PRINT NAME

DATE

SIGNED

DATE

PRINT NAME

DATE

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

- Received signed rental agreement. ____ Yes
- Received necessary permits and insurance. ____ Yes
 - Date received _____
- Explained areas which are off-limits to guests. ____ Yes
 - Areas off-limits _____
- Explained condition that Lodge and Picnic Area are expected to be in upon conclusion. ____ Yes
- Explained organization's no smoking policy. ____ Yes
- Explained organization's alcohol policy. ____ Yes
- Explained proper use of cooking appliances and automated devices. ____ Yes
- Explained where trash is to be placed at the end of the event. ____ Yes
- Explained how the Lodge and Picnic Area is to be cleaned, secured, and appliances / lighting is turned off after event. ____ Yes
- Received and witnessed by interviewing Director conducting the walk through. ____ Yes

Member Renter's Signature _____

Date

Board Member's Signature _____

Date

\$250.00 Deposit received with application, refundable if application is denied or upon upholding all contract stipulations.

+

\$500.00 Rental Fee for Lake Hill Lodge and Picnic Areas

+

\$_____ additional costs (if included for items such as Event Insurance Policy & Permits)

= Total Cost of Rental \$ _____

Payment Received Date _____

Post-event, building and grounds checked by _____ Date _____

Notes _____

Please submit the completed application to: SmallwoodCivic@gmail.com. Alternatively, send the completed printed application and check to: The Civic Association of Smallwood NY, Inc., P.O. Box 151, Smallwood, NY 12778

If making an online payment, please indicate if you will be paying by: _____ Credit Card _____ Venmo

Thank you.

Smallwood Civic Association Board of Directors