

# **CHURCHTOWN FIREHOUSE COMMUNITY SUPPORT CENTER**

EST. 2024

2219 County Route 27 Hudson , NY 12534

New York



## **FACILITIES RENTAL AGREEMENT**

Thank you for choosing us for your special event. We are excited to assist you in making your event successful and enjoyable for both you and your guests. We always do our best to accommodate any special requests/needs that you may require.

### **Your Event Coordinator Contact is:**

**Name:** Robert Preusser

**Phone:** (518) 821-0934

**Email:** [preu313@yahoo.com](mailto:preu313@yahoo.com)

### **Churchtown Firehouse Community Support Center (CFCSC):**

**Mailing Address:** PO Box 193, Claverack NY 12513

**Street Address:** 2219 County Route 27, Hudson, NY 12534

**Firehouse Phone:** (518) 851-5194 E-Mail: [CFC@ChurchtownFire.com](mailto:CFC@ChurchtownFire.com)

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## APPLICATION FOR RENTAL

**Important:** Event Coordinator will contact you with approval of reservation date and details of rental requirements/contract. Rental request **must** be made at least **60 days** prior to Date of Event.

**Date of Event** \_\_\_\_\_

**Day of Week** (Circle One)    Mon.    Tue.    Wed.    Thur.    Fri.    Sat.    Sun.

**Requested Time From** \_\_\_\_\_ **TO** \_\_\_\_\_  
(Circle am or pm)                      am/pm                      am/pm

**Name of Renting Individual** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home Telephone** \_\_\_\_\_ **or cell** \_\_\_\_\_

**Fax #** \_\_\_\_\_ **e-mail** \_\_\_\_\_

**Event Type** \_\_\_\_\_ **Approximate # of Guests** \_\_\_\_\_

### **Facilities Requested:**

**Banquet Hall** \_\_\_\_\_ **Bar** \_\_\_\_\_ **Kitchen** \_\_\_\_\_

**Note:** The Rental agreement **must** be completed and signed by the Renting Individual or representative of the renting organization at least **60** days prior to Date of Event.

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## RENTAL AGREEMENT

**Security Deposit:** A \$200.00 dollars Security Deposit will be paid to the Churchtown Firehouse Community Support Center (CFCSC) at the time of Rental Agreement signing. The Security Deposit will be applied towards the total rental fee. All returned checks will each be assessed a \$35.00 dollars processing fee.

**Rental and Cleaning Fees:** Your Rental Fee for the event is \_\_\_\_\_ and is based on the use of the requested facilities. Cleaning Fee for the event is \_\_\_\_\_ (See “Facilities Rental Rates” document). Rental and Cleaning fees are payable to the Churchtown Firehouse Community Support Center. All returned checks will each be assessed a \$35.00 dollars processing fee.

**Cancellation:** The Security Deposit is only refundable if a written/oral request of cancellation by the Renting Individual is received by the “Event Coordinator” at least **30 days** prior to Date of Event.

**Refund:** The Security Deposit is only refundable if all the terms and conditions of this agreement have been met and upon satisfactory inspection of the facilities by the Event Coordinator or designated member of the CFCSC. If any damage is identified or additional cleaning is required, the Renting Individual will be charged out of the Security Deposit plus any additional expenses.

**Occupancy:** The Banquet Hall seats a maximum of 200 people, (180 if a dancing area is requested).

**Time of Usage:** Rental hours are strictly enforced and premises must be vacated by the specified time. Additional charges will be assessed if this is not accomplished. Loud/boisterous noise in outdoor areas must be curtailed especially after 9:00 p.m.

**Decorations:** Decorations are not allowed to be nailed, screwed, tacked, taped, etc. to the walls or ceilings of the Banquet Hall. No glitter or confetti is allowed. **All** decorations must be fully removed at the end of rental. The renting individual will be billed an additional fee of \$100.00 if any decorations are not completely removed after the rental.

**Trash:** It is the Renting Individual responsibility to make sure that all trash (paper, cans, bottles, cups, etc.) is properly disposed of in the trash dumpster. If this is not done to the satisfaction of the Event Coordinator or designee, the Security Deposit may be forfeited.

**Parking:** Parking is allowed in designated areas only. No parking in front of truck bay doors or other posted areas. Motor vehicles of any sort are not allowed on the ball field.

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## **Miscellaneous:**

- Smoking is not allowed in any of the CFCSC structures. Smoking is allowed only in designated outdoor areas.
- Do not enter any other buildings except for the facilities requested.
- The Renting Individual is responsible for setting up tables and chairs for the event.
- Avoid dragging furniture/tables/chairs on the Banquet Hall floor.
- Do not touch heating or air conditioning thermostats.
- Pond area is strictly off limits. Fishing, swimming, or any other activities are not permitted.
- Check all doors, windows, make sure they are locked. Be sure to turn off all lights.

**Bar:** Persons under the age of 21 shall not handle or consume alcohol (NYS Law). No person shall leave premises with “open container”. Alcohol permit, insurance and Firehouse provided Attendant is required to serve alcoholic drinks for all events catered and not catered by the CFCSC. (For rates see “Facilities Rental Rates” document). After completion of Event clean Bar, empty trash, and Sweep and Mop Bar Area.

**Kitchen:** After completion of event, ensure that all appliances are turned off and all equipment used is clean and properly stored. Clean and disinfect all food preparation surfaces, and properly dispose all refuse/garbage. Sweep and Mop floor area. (For rates see “Facilities Rental Rates” document).

**Banquet Hall:** Coordinate Hall set-up and decorating with the Event Coordinator. After completion of non firehouse catered event, the Renting Individual is responsible for clearing all tables of residual items (ie: paper/plastic cups/glasses/dishes/bowls/silverware/napkins, cans, bottles etc.), and any table decorations belonging to the Renting Individual. Ensure that any appliance/equipment used is turned off. Sweep and Mop Hall floor, Bathrooms, and empty all trash containers and properly dispose all waste in trash dumpster.

**Insurance Certificate:** An Insurance Certificate must be provided by all Renting Individuals with a minimum liability amount of \$1,000,000.00 naming the Churchtown Firehouse Community Support Center as additionally insured. Also if relevant, Vendor/Caterer should carry and provide proof of Workers Compensation and Disability Insurance. Vendor/Caterer agrees to indemnify and hold Churchtown Firehouse Community Support Center harmless.

**Damages:** The Renting Individual is responsible for the cost of any damages to the Churchtown Firehouse facilities or equipment. If the damages exceed the security deposit, the Renting Individual shall pay the owed balance within 30 days of being billed by the Churchtown Firehouse Community Support Center. If the Churchtown Firehouse Community Support Center incurs any attorney fees in collecting the sums owed, the Renting Individual shall be responsible for paying the Churchtown Firehouse Community Support Center attorney fees and costs in recovering the damages, in addition to the damage repair costs.

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**Message for the outdoor sign:**

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**I, the undersigned Renting Individual renting the above described facilities agree to all the terms and conditions specified in the Churchtown Firehouse Community Support Center Facilities Rental Agreement.**

**Renting Individual:**

_____	_____	_____
Print Name	Signature	Date

**Churchtown Event Coordinator/Representative:**

_____	_____	_____
Print Name	Signature	Date