



Palisades Community Center

Building Use Packet

*Thank you for choosing the
Palisades Community Center for your event!*

Please review this entire packet carefully.

Determine the fee based on the TOTAL number of hours in the building. Any and all time spent in the building must be paid for. **Please factor in ample set-up & clean-up time as it is your responsibility to arrange the space and clean-up as needed.**

***Your date is SECURED when we have received
the following checks and documents:***

1) **Your date is secured when we receive the following & payments in full :**

- Total rental fee including “Extra Equipment Fee” (if applicable)
- \$50.00 refundable security deposit
- All checks made out to Palisades Community Center
- All paperwork including notarized Hold Harmless Agreement

2) Submit Certificate of Insurance (ACORD form) if you have coverage:

Language for certificate:

**NAMING THE PALISADES COMMUNITY CENTER and ITS BOARD
MEMBERS AS ADDITIONALLY INSURED FOR THE PURPOSE OF
_____ TO BE HELD AT 675 OAK TREE ROAD,
PALISADES, NY ON (date)_____.**

Certificate holder:

**Palisades Community Center
675 Oak Tree Road
PO Box 222
Palisades, NY 10964**

3) Eileen Larkin is your rental coordinator and can be reached at (845) 359-6589
or via email: ileenog@aol.com

A few important rules to keep in mind...



- The PCC is a historic building built in 1870.
Please treat it with care.
- The PCC is not responsible for any personal items damaged or left in building.
- It is agreed that I, the undersigned, understand that I am responsible for the conduct and behavior of all guests attending the function. PCC will not be held liable for any injuries to you, your guest, or possessions.
- Music and activities at the PCC during this rental must not interfere with the peaceful enjoyment of residents living in the area.
- Music and event is to end by 10:00pm.
- Guests are asked to leave quietly after 10:00pm.
- We ask that outside activities move inside by 7:00 pm
- During winter months, the heat is programmed.
Please do not adjust the heat.
- **NO COOKING**. All food must be prepared **OFF** premises.
- **NO** smoking, lit candles or **helium balloons** inside the PCC.
- Nothing may be adhered to or attached to the walls, doors, or trim (no staples, tacks, tape, etc.)
- Pets are not allowed inside the PCC.
- Children may not be left unattended at any time. Most specifically, **children are NOT allowed to run around outside**. The rental is for the inside of the building only.
- You may leave your garbage securely tied and placed in the green garbage bin outside for a \$20 fee. (Or you can take your garbage with you for free!)
Under no circumstances can trash be left inside the PCC.
- Please be sensitive to conserving electricity and use lights only where needed.
- You may use any tables and chairs in the PCC provided they are returned to their original locations following your event.
PLEASE do not drag tables and chairs along the floor. Pick them up to move them.

ALSO- If you hire a caterer or party rental equipment, you must be present to meet the delivery and coordinate with us on the equipment and delivery time. Timing is important to insure the building is open for you and is not during a class time.

The PCC **does not advertise events or classes**, so you are responsible for your own advertisement. The use of the photo of the building is prohibited unless approved by us.

Parking is available in our parking lot and on the street. (Use of lot across the street is prohibited). There is NO parking on our grass or sidewalk.

At this time, the use of the backyard is prohibited.



Security Deposit Return Policy

Your security deposit will be returned to you if the PCC is clean, undamaged and the following check list is satisfied. When you leave use this check list:

- Floors swept clean (and spills mopped if necessary) _____
- All tables and chairs returned to their ORIGINAL location _____
(refer to diagram left at the PCC)
- Trash bagged and placed securely in the green garbage bins on the driveway side of the building. **\$20** garbage fee (No charge if you take away garbage) _____
No garbage is to be left in the building.
- Lights turned off and all additional lights or CD players, etc. unplugged _____
- Doors and windows closed _____
- Kitchen returned to original state _____
- Bathrooms neat (with toilet flushed) _____
- Floor free of scratches: (Please carry tables and chairs do not drag them.) _____
- The building is left damage-free _____
- Nothing is to be taped or attached to the walls and **NO** helium balloons _____
- Children must be supervised at all times, especially outside. _____
- **NO** cooking in the building _____

- Parking is allowed in our lot and on the north side of Oak Tree Road.
Parking is not allowed on our grass or in the school lot across the street.

Please contact Eileen Larkin for rental assistance:
(845) 359-6589 or ileenog@aol.com



Palisades Community Center (PCC) Rental Contract

Event Date: _____

Set-up time (leave ample time for set-up): _____

Event time: From _____ To _____

Leave the building time (leave ample time for clean-up): _____

Total hours in building: _____

Description of Event: _____

Check Event Type:

- Children's Party
- Adult Party
- Class
- Lecture or meeting
- Theatrical event
- Exhibit
- Other : _____

Using: Check all that apply

- Video/Audio (microphones) (guest brings)
 - Extension chords (guest brings)
 - Kitchen
 - Garbage pick-up (**)
 - Parking (is limited for large events)
 - Rental of PCC owned extra equipment (**)
- (See attached equipment fee list.)

(**) *Additional expense incurred*

Contact Information for your organization

Signatory: *(Person responsible for financial and legal commitments)*

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____

Contact Information for person who will be on site for event:

Check here if same as signatory (above):

Name: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Date event requested: _____

Advertising plans for event: _____

RENTAL RATE: _____/hour

TOTAL HOURS IN BUILDING: _____

(Includes hours of event, ample set-up and clean-up time)

GARBAGE REMOVAL FEE: **\$20**

(NO garbage is to be left in the building. If you take your garbage home with you, there is no charge. If you leave it, bag it securely and leave in outside in green garbage bin on driveway side of building.)

ADDITIONAL EQUIPMENT FEE: _____

TOTAL FEE: _____

Include a \$50 refundable deposit on a separate check, a rent check, Insurance Certificate (if applicable), and Hold Harmless agreement with this contract.

Please make checks payable to: Palisades Community Center
ATTENTION: Eileen Larkin
P.O. Box 222
Palisades, NY 10964

**Please contact Eileen Larkin for rental assistance:
(845) 359-6589 or ileenog@aol.com**

Palisades Community Center



EXTRA EQUIPMENT FEES:

Items	Rental price	Number needed	TOTAL COST
China-includes: dinner plate, dessert plate, coffee cup, saucer (scraped & rinsed)	\$3 per setting		
Wine glasses	\$1 each		
China Platters	\$3 each		
Chaffing racks with sternos	\$5 each		
Tablecloths (White linen)	\$6 each		
Electric Coffee urn (60 cups)	\$15 each		
Electric Tea Kettle	\$5 each		
Additional day for set up (for a tent set-up, or prior approval for an extra day to set-up or cleanup) We cannot confirm this in advance. If there is no rental the day before your event, then you are able to set up the day before.	\$50 per hour		
Cooler	\$5 each		
Vases	\$2 each		
Movie screen rental and set-up	\$50		
TOTAL COST			

Extra Equipment fee check is made payable to: Palisades Community Center

If a caterer or party rental is used, you must be present at the delivery and coordinate with us to so that the building is open and free of classes.

Client is responsible for:

- paper goods (napkins, paper plates, etc.)
- silverware
- drinking cups
- serving utensils (spatulas, serving spoons and forks)
- Sharp cutting knives
- Additional decorations
- Ice for drinks and/or cooler

Reminder:

NO COOKING. All food MUST be prepared off premises.

Please contact Eileen Larkin for rental assistance:
(845) 359-6589 or ileenog@aol.com



**Palisades Community Center
P.O. Box 222
Palisades, NY 10964**

Hold Harmless Agreement

I _____, will be renting the Palisades
Community Center for the purpose of _____
_____ on _____ (date).

By signing this agreement, I agree to indemnify, defend and hold harmless the Palisades Community Center, and its Board Members, from any alleged or actual claims, personal injuries, property loss or damage suffered by myself or any person at my event as a result of any action or situation that occurred during the above date(s) of my rental of the Palisades Community Center located at 675 Oak Tree Road, Palisades, NY 10964. I am responsible for any and all costs, expense, claims or liabilities that are incurred.

Name (print)

Signature

Address

City

State

Zip code

Sworn before me this

_____ day of _____ 2017

Notary Public Signature

Signature of Representative of Palisades Community Center

Date: _____

Palisades Community Center RENTAL FEES

RATES:

\$25 per hour for ongoing classes (yoga, dance, etc)

\$50 per hour all other events (including special workshops)

Day rate (over 9 hours): \$500 per day

Special Set-up/Clean-up Decorating services: \$150

10% discount for
Palisades Community Center members

Maximum capacity of the room is 50 people.

The fee is based on ALL hours that are spent in the building.
Please factor in ample time for set-up and break down.

EVENT MUST CONCLUDE BY 10:00pm

Thank you!