



# Palisades Community Center

## Building Use Packet

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

**Although we have currently lifted the mandatory mask/vaccine requirements during the COVID-19 pandemic, we ask that you kindly consider the health and safety of your guests when it comes to vaccination, mask wearing or distancing while in the building.**

**Please review this entire packet carefully.**

Determine the fee based on the TOTAL number of hours you will be 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)
- \$100.00 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](mailto: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.

**Rental is for the internal use of the building, not outside.**



## Security Deposit Return Policy

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

- Floors swept clean (and spills mopped if necessary) \_\_\_\_\_
- All tables and chairs returned to their ORIGINAL location \_\_\_\_\_  
(refer to the diagram left at the PCC)
- Trash is 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.**  
**Please separate bottles and cardboard.**
- 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 if needed for rental assistance:  
(845) 359-6589 or [ileenog@aol.com](mailto: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*

Will alcohol be served? Yes No \_\_\_\_\_

**Contact Information for your organization**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Check here if the same as the signatory (above):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date event requested: \_\_\_\_\_

RENTAL RATE: \_\_\_\_\_/hour

TOTAL HOURS IN BUILDING: \_\_\_\_\_ (Full hours/no 1/2 hours)  
(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 it outside in the green garbage bin on the driveway side of the building.) Please separate bottles and cardboard in the recycling bin.

ADDITIONAL EQUIPMENT FEE: \_\_\_\_\_

CLEANING FEE: **For parties: \$100**      **For classes: one-time fee- \$75**

REFUNDABLE DEPOSIT: \$100

TOTAL RENTAL FEE: \_\_\_\_\_

**Include your rental fee/deposit 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 if needed for rental assistance:  
(845) 359-6589 or [ileenog@aol.com](mailto: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 at end of event)	\$5 per setting		
Wine glasses	\$1 each		
China Platters	\$3 each		
Chaffing racks with sternos	\$5 each		
Chaffing racks without sternos	\$3 each		
Tablecloths (White cotton)	\$6 each		
White chair covers	\$1 each		
Electric Coffee urn (60 cups)	\$15		
Electric Tea Kettle	\$5 each		
<b>Per situation:</b> Additional day for set up (for a tent set-up, or prior approval for an extra day to set-up or cleanup) <i>We cannot confirm this in advance.</i> If there is no rental the day before your event, depending on the situation, you may be able to set up the day before.	\$50 per hour Plus \$50 additional		
Cooler	\$10 each		
Vases	\$2 each		
Movie screen rental and set-up	\$75		
<b>TOTAL COST</b>			

**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/pickup 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 if needed for rental assistance:  
(845) 359-6589 or [ileenog@aol.com](mailto: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 the behavior of my guests and all costs/expenses related to any claims or liabilities that are incurred. If alcohol is served, I am responsible for my guest's behavior and will not allow anyone under 21 to drink. While I am responsible for abiding by the COVID-19 regulations set by the NYS state and local jurisdictions, I will take into consideration the health and safety of my guests. The Palisades Community Center is not responsible for any COVID-19 illness incurred at my event.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip code

**Sworn before me this**

\_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
**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 available if desired: \$150

Party events: \$100 cleaning fee

**10% discount for  
Palisades Community Center members**

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

**EVENT MUST CONCLUDE BY 10:00pm**

*Thank you!*