

Deposit – Date \_\_\_\_\_ Cash \_\_\_\_\_ Ck# \_\_\_\_\_ / Rental Fee - Date \_\_\_\_\_ Cash \_\_\_\_\_ Ck# \_\_\_\_\_

01/2012 Pick Up - Date \_\_\_\_\_ Key Return - Date \_\_\_\_\_ / Deposit Return - Date \_\_\_\_\_ Ck# \_\_\_\_\_

**Town of Mamakating**  
**Michael Robbins, Supervisor**



**Key MUST be picked up by Friday before 4:00 pm**

**Facility Rental Agreement**

**Check one:**

**Rental Fee:**

	<u>Resident</u>	<u>Non-Resident</u>
___ <b>Community Room</b> AC, Kitchen, 12 Rectangular Tables, Seats 97	<b>\$300.00</b>	<b>\$450.00</b>
___ <b>Recreation Building (Large)</b> A/C, Kitchen, 12 Round Tables, Seats 98	<b>\$250.00</b>	<b>\$400.00</b>
___ <b>Drama Building (Small)</b> A/C, Refrigerator, 10 Rectangular Tables, Seats 75	<b>\$200.00</b>	<b>\$325.00</b>
___ <b>Pool Pavilion</b> – w/Picnic Tables, BBQ Grills, Lights, Seats 80	<b>\$125.00</b>	<b>\$225.00 * NO GLASS</b>
___ <b>Rotary Pavilion</b> – w/Picnic Tables, BBQ Grills, Seats 160	<b>\$175.00</b>	<b>\$300.00 * NO GLASS</b>
___ <b>Soccer Field</b> – Includes Goals, Bleachers, Team Benches	<b>\$ 30.00</b>	<b>\$ 75.00</b>
___ <b>Baseball Field</b> – Regulation Size Field, Dugouts, Player Benches, Bleachers	<b>\$ 30.00</b>	<b>\$ 75.00</b>
___ <b>Seasonal Ball Field</b> – Spring/Fall (Morning ___ / Evening ___)	<b>\$240.00</b>	<b>\$425.00</b>
___ <b>762 South Rd./Environmental Education Interpretive Ctr</b>	Please inquire for pricing	

**NOT FOR PROFIT RENTALS PLEASE NOTE:** 1 rental per 6 months per facility at \$50 fee -

**ALL groups over 10 people are required to REGISTER & PAY at TOWN HALL  
Supervisor’s Office – (845) 888-3000 Option 0**

**BOUNCY HOUSES ARE ONLY ALLOWED WITH PROOF OF INSURANCE LIABILITY IN THE TOWN’S  
NAME FROM THE PLACE OF RENTAL.**

**\* ALL RENTALS REQUIRE A \$300.00 for Residents/\$400 for Non-Residents DAMAGE/CLEANING /SECURITY  
DEPOSIT \***

**CANCELATIONS MUST BE DONE 30 DAYS PRIOR TO RENTAL OR SECURITY DEPOSITS WILL NOT BE RETURNED  
LOST KEYS WILL RESULT IN LOSS OF DEPOSIT AS WELL AS POSSIBLE ADDITIONAL FEES!**

*(Deposit will be refunded by check within 1-2 weeks after return of key and damage check of premises.)*

***All balances must be paid two weeks prior to event!***

**PLEASE NOTE: YOUR RENTAL IS ONLY FOR THE DATE RESERVED. (9am – Midnight)  
You must have the building cleaned and be out by Midnight the same day.**

Day/Date of Event \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Event Type \_\_\_\_\_  
(Day of Week) (Month) (Date) (Year)

Name of Person Responsible \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

___ RESIDENT <small>(Proof Required)</small>
___ NON-RESIDENT

*I am at least 21 years of age, and I agree to abide by all the policies, rules, and regulations as set forth in the Town of Mamakating Parks & Recreation Facilities Rental & Informational Brochure (copy received upon signing this Rental Agreement); as well as hold the Town of Mamakating and its employees harmless and indemnified from all damages, claims, and liabilities that may arise from or occur as a result of the negligence, gross negligence, or reckless conduct of any individuals attending my event.*

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Town of Mamakating Rental Checklist & Rules

After your function is held, a Town of Mamakating Employee will use this checklist below to determine the amount of SECURITY/CLEANING DEPOSIT TO BE REFUNDED. If for any reason prior to use, you as the renter notice any damage, please advise the Maintenance staff highlighted here: (Curt 845-866-1840) (Tom 845-866-8473) (Billy – 845-798-3683) (Bobby– 845-798-1110) (Seamus Mulhare 845-281-8673). If the damage is not reported, at once, the renter will be held liable for the cost of repair. Deposit forfeited for failure to comply is noted as follows:

1. Garbage must be taken out to dumpster including the bathroom garbage (Located in front of the baseball field & by side of upper playground at park/Behind town hall on Trooper barrack side for the Community Room). Floors must be broom swept and spills mopped up..
2. Parking lot and area surrounding the building must be cleaned of all debris from party/function.
3. No tape, pushpins, staples to be used on the walls.
4. Kitchen left clean.
5. Bathroom left clean and in working order with garbage empty.
6. Tables and chairs wiped clean and left in an orderly fashion.
7. All doors must be left locked.
8. ABSOLUTELY NO SMOKING INSIDE THE BUILDINGS. Facility is subject to spot inspection by a code enforcement official. Fines will be issued.
9. NO ALCHOL PERMITTED ON PARK PROPERTY OR IN THE BUILDINGS.

Failure to comply with this checklist and all other rules and regulations of renting the Town of Mamakating Buildings will result in the loss of the right to use the buildings in the future and possible billing for additional damage and/or cleaning incurred. These rules apply to everyone using the buildings.

I understand that I am to pick up the keys from the Supervisor's office on Friday and return them to the Supervisors office on Monday. I understand that I am to leave the building in a clean and orderly condition. I understand my use of the building/and cleanup is for the day of my rental. I am not permitted to go into the building the day before my event and it must be cleaned before I leave the building the day of my event. I will report any accidental breakage or damage to the Town Maintenance employee on duty and agree to be responsible for the cost of repair or replacement.

The undersigned hereby represent that he/she is the applicant or authorized agent of the applicant named herein and that he/she has received and has read and reviewed all the rules and regulations in this contract. The undersigned acknowledges that he/she fully understands all of the rules & regulations set forth herein and agrees to abide by the rules and regulations. The undersigned also declares that the factual information furnished by him/her in this application is true, accurate and complete to the best of his/her knowledge and belief. If the applicant does not conform to any and all of the rules and regulations set forth in this contract, the undersigned agrees that the Town of Mamakating is entitled to cancel this contract with no refund due to the applicant. Rental fees and times are subject to change at the discretion of the Town of Mamakating Supervisor and the Town of Mamakating Town Board without notice. The undersigned agrees to all items set forth in this contract.

I, \_\_\_\_\_ have read and understand the terms and agree to comply with this agreement. Signature: \_\_\_\_\_