

RYE RECREATION

Damiano Recreation Center Rental Application 2015

281 Midland Avenue, Rye, NY 10580



Event Date: _____

Time of event: _____ to _____

Time of set-up: _____ to _____

Name of Renter (and Organization if applicable): _____

(Provide proof of residency – a copy of Con Ed or Utility bill - Required to receive resident rates)

Address: _____ City/ State/ Zip: _____

Home # : _____ Cell # : _____ E-mail address: _____

Equipment requested: _____

Entertainment: (e.g., magician, clown, DJ, etc.) *Certificate of Insurance required:* _____

☐ Upper Level Big Room (limit 82 seated/ 100 auditorium style)

☐ Upper Level Girl Scout Room (limit 40)

☐ Lower Level Multipurpose Room (limit 130 seated)

☐ Lower Level Lounge (limit 20)

☐ McDonald Building (limit 40)

ATTENDANCE:

_____ Adults (18 & over)

_____ Children

_____ TOTAL

ALCOHOL REQUEST (beer & wine only): Yes _____ No _____

~ Please use the attached layout(s) to designate where you would like the tables and chairs set up for your event ~

★ IMPORTANT ★

If you are planning to use a caterer and/or supply company for your event, please let us know.
No supplies can be left behind (food, catering trays or plates).

***A Certificate of Insurance is required for all Corporate/Company Rentals
AND of any approved rental equipment and/or entertainer (restrictions apply).***

I, the undersigned, being over 21 years of age, and having read the rules and regulations for this application and the above, hereby acknowledge the foregoing and agree to be responsible to the City of Rye Recreation Department for the use and care of the facility used and furthermore agree to indemnify and hold the City of Rye Recreation Department, its employees and all related officials harmless for any expense and/or liability for any loss, damage or injury to person(s) or property by reason of or arising out of the use of the Damiano Recreation Center facilities and/or the serving or consumption of alcoholic beverages.

This Hold Harmless Provision shall be liberally and broadly construed and applied in favor of the City of Rye Recreation Department regardless of cause or injuries sustained.

I, the undersigned, in consideration of permission given to me to use the above requested facility, agree to take due care of the premises and to be responsible for any loss or damage to property and/or equipment.

Signature: _____

Date: _____

Method of Payment: ☐ Check *(please make check payable to the "City of Rye")*

☐ Cash

☐ MasterCard

☐ Visa

*** PLEASE NOTE ***

- DEPOSIT/PAYMENT: \$100 due at time of reservation; this is part of the rental fee. Full payment is required two weeks prior to the event.
- CANCELLATION: Those cancelling less than three weeks prior to the scheduled rental will forfeit their deposit.

Fees & Charges

<p style="text-align: center;">Special “Children’s Birthday Party”</p> <p>☞ Reservation Deposit: \$100 (part of fee) ☞ Alcohol NOT permitted</p> <p style="text-align: center;">♦ <u>Upper Level Big Room</u> ♦</p> <p style="text-align: center;">Weekdays – as available between 2:30 - 6 p.m. Saturdays, between 2:30 - 6 p.m. Sundays, between 11:00 - 6 p.m.</p> <p>Fee: 2-hour event: \$200 resident/\$300 non-resident ** Fee includes a 30 minute set-up time; additional set-up time: \$40/hour</p> <p style="text-align: center;">Birthday Parties requiring additional time are subject to the fees under “Private Parties”</p>	<p style="text-align: center;">Private Parties</p> <p>☞ Reservation Deposit: \$100 (part of fee) ☞ <i>\$150 refundable security deposit</i> ☞ <i>Alcohol Permit Fee: \$70</i> ☞ Night surcharge after 6:00 p.m.: \$40/hour</p> <p style="text-align: center;">♦ <u>Lower Level Multi-purpose Room</u> ♦</p> <p style="text-align: center;">Friday Nights - as available until 10:00 p.m. Saturdays, after 12 p.m. until 10:00 p.m. Sundays, after 11 a.m. until 8:00 p.m.</p> <p>Fees: 2-hour: \$375 resident/\$475 non-resident 3-hour: \$475 resident/\$575 non-resident 4-hour: \$575 resident/\$675 non-resident Additional hour(s): \$100/hour ** Fee includes 1-hour set up time prior to the event; additional set-up time: \$40/hour</p>
<p style="text-align: center;">Meeting Room Space</p> <p style="text-align: center;">♦ <u>Upper Level Multipurpose Room</u> ♦ \$75/hour resident; \$50 non-profit</p> <p style="text-align: center;">♦ <u>Lower Level Multipurpose Room</u> ♦ \$100/hour resident; \$75 non-profit</p> <p style="text-align: center;">♦ <u>Other meeting rooms</u> ♦ \$75/hour resident/\$50 non-profit</p>	<p style="text-align: center;">♦ <u>Upper Level Big Room</u> ♦</p> <p style="text-align: center;">Friday Nights - as available until 10:00 p.m. Saturdays, after 2 p.m. until 10:00 p.m. Sundays, after 11 a.m. until 10:00 p.m.</p> <p>2-hour: \$275 resident/\$375 non-resident 3-hour: \$375 resident; \$475 non-resident 4-hour: \$475 resident; \$575 non-resident Additional hour(s): \$75/hour</p>
<p><u>Facility Size & Amenities: Upper Level</u> Upper Level Big Room: 30’ X 42’, 1,260 sq. ft. Maximum seating 82; Auditorium style 100 4’ or 6’ tables and chairs available at no cost</p> <p>Girl Scout Room: 40 seated; 627 sq. ft.</p> <p><u>Other Facility:</u> McDonald Building: 40 seated; 725 sq. ft.</p>	<p><u>Facility Size & Amenities: Lower Level</u> Lower Level Multi-purpose Room: 1986 sq. ft. Maximum seating 130 Round tables (72”) and chairs available at no cost</p> <p>Lounge: 38 seated; 556 sq. ft.</p>

I have read the facility rental policies and understand them. I further understand that I am responsible for the conduct of my group, and informing them of all policies.

Signature: _____

Date: _____

Print Name: _____

Date of event: _____



Damiano Recreation Center Rental Policies

RYE RECREATION

281 MIDLAND AVENUE

RYE, NY 10580

(914) 967-2535

FAX: (914) 967-5521

Please review all of the policies listed in this document and initial the spaces provided to show that you have read and understand each one. This should be submitted with your application; a copy will be returned to you for your reference.

Special requests must be made at the time of application, and may result in additional fees being applied. Requests by non-profit organizations to host a fundraiser must be noted and will require special authorization.

A Certificate of Insurance is required for all commercial rentals/entertainers.

ELIGIBILITY/ USE _____ (initial)

Proof of residency is required to qualify for residential rates and must be provided when the application is submitted (Con Ed or Utility bill). The individual making the reservation must be present throughout the entire event.

- Please note that other groups may be using the center at the same time or immediately following your use. Be considerate of others and leave the space in order, so it can be ready for the next use.

FEES & CANCELLATION POLICY _____ (initial)

- A \$75 deposit is required at the time of reservation; this is part of the rental fee. Full payment is required 2-weeks prior to the event. Deposits will be forfeited for cancellations less than three weeks prior to the event.
- For Private Parties, a \$150 refundable security deposit is required at time of full payment. This is refundable provided the room is left clean and free of damage and the party did not exceed its permitted time.
- In the case that inclement weather cancels your event, Recreation will try to reschedule your event **subject to availability**.

SET-UP TIMES _____ (initial)

"Birthday Parties" include 30 minutes for set-up; "Private Parties" include 60 minutes for set-up. Additional set up time is available for an additional fee of \$40/hour.

CATERING _____ (initial) Use of outside caterers is permitted. All supplies and/or leftover food should be thrown out or taken home at the end of the event. Failure to do so can mean loss of all or part of your security deposit.

** If you are planning an event that requires materials or supplies to be brought in prior to the event or that will be left on site following the event, you must notify Rye Recreation in advance for special procedures and instructions for use. Renter may incur additional costs.

RESPONSIBILITIES OF THE INDIVIDUAL(S) RENTING THE DAMIANO CENTER _____ (initial)

- Patrons are expected to assist in clean-up and to leave the area in good condition. All decorations, signs, balloons, etc., should be removed. Please ask the attendant for additional plastic bags if needed. ***Staying beyond scheduled time or leaving the facility unclean or damaged will result in loss of security deposit.***
- There is to be no use of metallic confetti; items **should not** be placed on the walls or attached to the lighting fixtures. The individual renting the space may be subject to fees if damage occurs.
- Groups and families are responsible for the conduct of their guests. Young children should never be left unattended at any time and they should not be allowed to wander in any other part of the building.

ALCOHOL/ AMPLIFIED MUSIC _____ (initial)

- Alcoholic beverages require a \$70 permit fee. Alcohol is limited to beer and wine only, and may only be consumed by adults age 21 and over. **NO KEGS are allowed.** Charging for alcohol or charging an admission fee when alcohol is served is prohibited.
- Damiano Recreation Center and McDonald Building are located in a residential neighborhood; common sense should prevail with regard to the volume of music.

SMOKING _____ (initial) **NO SMOKING** is permitted within the Damiano Recreation Center/McDonald Building.

PARKING _____ (initial) Parking is limited to designated spots only. If the main lot is full, street parking is permitted. Designated parking for individuals with disabilities is provided. A 10 minute drop-off period is permitted to unload supplies. Please do not obstruct service roads as department or emergency vehicles may require access.

OCCUPANCY _____ (initial) Please be aware of the occupancy limit that is stated on the application form for each space. You are **not** permitted to exceed the limit under any circumstances.



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RYE, NEW YORK 10580
(914) 967-2535
FAX: (914) 967-5521

ALCOHOL PERMIT

Under Local Law No. 8-1992, a City of Rye Alcohol Permit is required for any group, team or organization to provide alcohol (beer and wine only) during their use of Rye Recreation facilities.

The following regulations will be enforced: _____ (initial)

1. Consumption of Alcohol (beer and wine only) will be permitted for functions at the Damiano Recreation Center. **NO KEGS are allowed**. Alcohol permits require a \$70 permit fee.
2. Authorization is for adult use only (21 and older) and does not permit the use of alcohol by minors under any circumstances. **No fees may be charged to patrons for alcohol.**
3. Authorized use for this purpose begins and ends at the times indicated below.
4. Proper disposal of refuse is appreciated. Please make use of containers designated for recyclables.
5. Abuse and/or violators will be subject to suspension from the facility and a fine not to exceed \$250.

Permit Details

Name of Renter (and Organization/Group if applicable): _____

Date of Event: _____

Contact Person: _____ **Home #:** _____ **Cell #:** _____

Has received a permit for use of alcohol on: _____ **from** _____ **to** _____
Date of Event Start Time End Time

Permit is authorized for: _____ **Fee:** _____
Location of Event

Sally Rogol, Superintendent

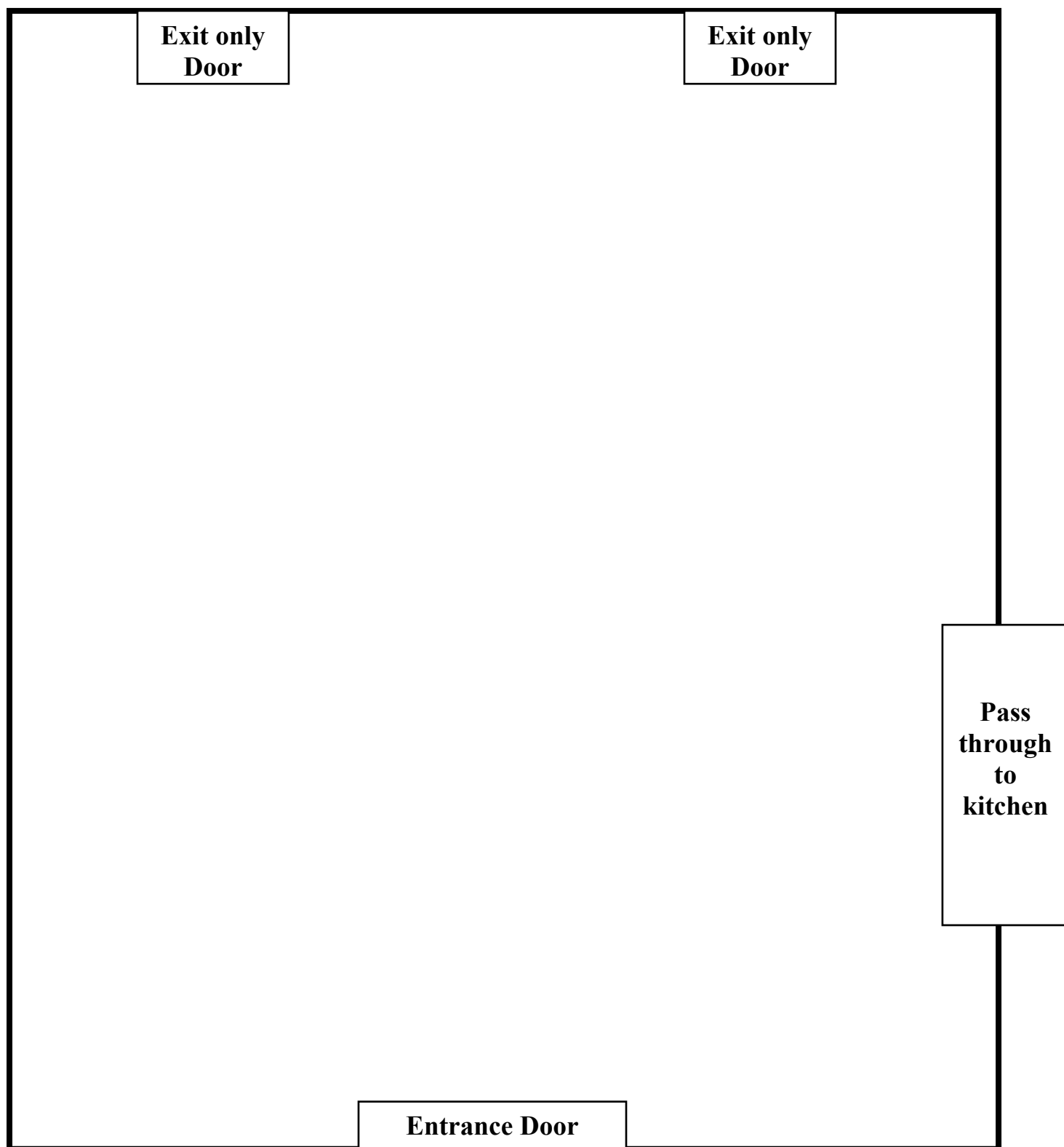
Date

Upper Level Big Room

30' x 42'; 1,260 square feet

Holds 82 patrons seated

4' x 6' tables and chairs available at no charge



Lower Level Multi-purpose Room

1,986 square feet

Holds 130 patrons seated

72” round tables and chairs available at no charge

