

Room License Agreement

Contact Information:

Name: Address: Zip

Phone: Cell: Email:

Function: (✓ check one) : Birthday Party School Graduation Retirement Engagement

Business Christening/Baptism Organization/Club/Sports League Wedding Ceremony/Reception/Vow Renewal

Shower Other Non-Profit Organization Are you an approved 501(c) Yes or No

Date/Time of Event:

Requested Date: Rain Date*: # of Hours**: From: To: # of Attendees:

* Outdoor Events only ** 14 Day advanced notice needed to extend hours

Room Reservation: (Indoor Event)

The Lake Room: The Burgundy Room: Tigertown: Fosters Meadow:

Reservation: (Outdoor Event)

Lakeside: Gazebo Mini Golf

Food/Beverages:

Catered Event: Yes No If Yes, Name of Caterer:

Address of Caterer: Phone:

Applicant bringing in food and beverages: Yes No

Hold Harmless Agreement:

shall save and hold harmless the Inc. Village of Valley Stream harmless from all liabilities, charges, expenses (including counsel fees), and costs on account of all claims for damages and otherwise and/or suits for or by reason of any injury or injuries to any person or property of any kind whatsoever, whether the person or property of the above named organization, its agents or employees or third persons, arising from any cause or causes whatsoever in the conduct of said special event occasioned by the occupancy or use of the here named Village facility: Community Center at A.J. Hendrickson Park.

Please be advised, as per Village Code 56-46. Alcoholic beverages. No person, unless duly licensed by the Department shall bring beer, ale or other alcoholic beverages into any parks and or facility.

Signature Date

Address Zip Telephone

Date of Event: Type of Event: # of Persons:

*Certificate of Insurance naming the village as additional insured required if an organization uses a room.

Official Use Only:

TOTAL AMOUNT DUE*: \$ DEPOSIT**: \$ BALANCE DUE***: \$

SECURITY DEPOSIT DUE AT SIGNING: \$100

All monies must be paid with bank checks or money orders payable to: Incorporated Village of Valley Stream

* 50% Deposit due at signing. ** 14 day notice of cancellation, otherwise deposit is non-refundable.

*** Balance due must be paid no later than 7 days prior to the event date.

DUE DATE:

I have read and agree to all terms and conditions, rules and regulations:

Licensee Signature Licensee Print Name Date

Processed By Signature Processed By Print Name Date

Reviewed by Community Center Manager: Signature Date

VALLEY STREAM COMMUNITY CENTER LICENSE AGREEMENT

Terms and Conditions:

1. Licensee must be 21 years of age and older to enter into this agreement.
2. DEPOSITS- A non-refundable deposit and a refundable security deposit are due upon signing of this agreement. The amount of said deposits is set forth on the first page of this agreement. Security Deposit will be returned only if room is clean, orderly, has no damages and the event scheduled hours have not been exceeded.
3. PAYMENTS- In the event that any monies owed under this agreement is not received when due, this license agreement shall be terminated. The Incorporated Village of Valley Stream will retain any deposit paid as liquidated damages.
4. CERTIFICATE OF INSURANCE- Required from organizations sports leagues, businesses, schools, non-profits and individual residents that will be using the facility. Insurance must be in compliance with Village requirements. Certificate of Insurance must be received 14 days prior to the event.
5. CONDUCT SAFETY- The licensee is responsible for the conduct of its representatives, invitees and members while in the Community Center.
6. ACCESS- The Incorporated Village of Valley Stream shall have complete and total access at all times and in all areas of the facility.
7. RESPONSIBILITY FOR LICENSEE'S PROPERTY- The Village of Valley Stream assumes no responsibility whatsoever for any property brought on the premises by the licensee.
8. INSTALLATION/DISPLAYS- The use of tape, adhesives, nails, tacks, screws or similar articles on walls, floors, ceilings is not allowed. Decorations shall be installed without defacing building.
9. REFRESHMENTS- All food and refreshments must be dispensed and consumed only in the area designated by the Village for this purpose.
10. DAMAGES- Any damage to the Community Center and or its equipment caused by the licensee, its agents, employees, invitees, contractors will be charged to the licensee who will be responsible for the payment of the cost of any repairs or replacement.
11. VACATING PREMISES- Licensee shall vacate the premises by the time and date set forth in this agreement. Licensee shall leave the premises broom clean, clear of trash and in good order.
12. CANCELLATION- The Village of Valley Stream reserves the 'Right to Cancel' this license agreement for any reason if needed for village purposes, in such event, Village's sole responsibility will be to return licensee's deposit.
13. HOLD HARMLESS AGREEMENT must be agreed to and signed by Licensee.
14. COMPLIANCE WITH THE LAW- Licensee shall abide by and comply with all laws, rules and regulations of Federal, State and Local.
15. COMMUNITY CENTER RULES- Licensee shall abide by all Community Center rules and regulations. Licensee acknowledges receipt of same.
16. VIOLATIONS of any terms and conditions of this agreement may result in loss of future use of this facility.
17. This agreement constitutes the entire understanding between the parties and shall not be altered, modified or changed in any way without the express written consent of the Incorporated Village of Valley Stream.

Rules and Regulations:

1. Smoking is not permitted.
2. Alcoholic beverages are not permitted.
3. Tables may be decorated with tablecloths, centerpieces, balloons and other free standing decorations.
4. All decorations must be flame-resistant.
5. Simulated smoke machines are not allowed.
6. Open flames are not permitted inside /outside the building.
7. All trash must be placed in receptacles.
8. All decorations must be removed at the end of the event.
9. All tables and chairs must be returned to their original locations.
10. Licensee's personal property/equipment must be removed at the end of the event by licensee and /or caterer.
11. All left-over food and beverages must be removed at the end of the event by licensee or caterer.
12. All on-site caterers must provide a separate Certificate of Insurance that meets Village requirements.
13. No pets are allowed.
14. Village codes, ordinances governing sound and noise levels will be enforced.