

**ENDICOTT VISITOR CENTER & COMMUNITY HALL FACILITY
REQUEST FORM**

**300 LINCOLN AVE.
ENDICOTT, NY 13760
607.757.5355**

**Monica Jordan, Visitor Center Representative
607.321.3219(cell)
e-mail (colonial.hall@gmail.com)**

NAME OF GROUP/ORGANIZATION: _____

RESPONSIBLE PARTY: _____

PHONE # _____

ADDRESS: _____

E-MAIL: _____

TYPE OF EVENT: _____

DATE(S) & TIME(S) REQUESTED: _____

The Village of Endicott (Owner) and _____ (Tenant) agree as follows:

1. (Tenant) shall be entitled to use the Endicott Visitor Center (facility) for the date, time and purpose set forth above.

2. (Tenant) shall NOT serve or sell alcoholic beverages on Village property, including the Visitor Center facility unless written permission is granted by the Village of Endicott. Written permission may be granted by the Village of Endicott if the Tenant provides the following documentation to the Visitor Center Coordinator at least (10 days) before a scheduled event:

~ A valid Liquor License issued by the NYS Alcohol Beverage Control Board to supply, sell and/or serve alcoholic beverages on said premises.

AND

~ A Certificate of Insurance which carries Liquor Liability Coverage (Dram Shop or Special Event) in the amount of \$1,000,000.00. The Village of Endicott, its agents, servants, or employees will be named as additional insured.

Initial Here _____

3. The time stated on the Contract includes set-up and clean-up periods, and will be strictly adhered to. Additional hours can be arranged by contacting the Visitor Center Coordinator.

4. The (Tenant) shall be responsible for compliance with all Fire Safety Rules and will NOT permit more than 99 people in the Community Hall at any given time.

5. All personnel using the kitchen facilities shall be properly supervised. No minors shall be allowed to use the kitchen facilities.

6. (Tenant) shall clean the facility after the end of their scheduled event (tenant) shall be financially responsible for any damages to the facility or for any cleaning required as a result of the (Tenant's) use of the facility.

(Tenant) agrees to abide by all rules set forth below:

- ~Leave tables and chairs arranged as they were prior to event
- ~The use of candles or open flames is prohibited without prior permission from a Village of Endicott Representative.
- ~Do not use any Visitor Center food, beverages, paper products, utensils or dishes.
- ~Clean the sink, counters, work tables, and floor(mop or vacuum as necessary)
- ~(Tenant) will remove their food items from refrigerator.
- ~Empty trash cans and replace with clean bags, tie securely and place the used bags outside the kitchen door. (outside)
- ~When (Tenant) uses rental items, they must be washed and placed on rack and stacked in reception area.
- ~Rental items must be picked up as soon as possible.
- ~Vacuum Community Meeting Hall after event.
- ~Clean Community Hall tables after event.
- ~A responsible person associated with the (Tenant) shall also be responsible for ensuring compliance with all terms and conditions of this agreement.
- ~ **ABSOLUTELY NO USE OF OR FOG MACHINES IS PERMITTED.**

FINANCIAL TERMS:

(Tenant) agrees to pay \$_____ Rental fee

(Tenant) agrees to pay \$_____ Security Deposit. Security Deposit is refundable no later than forty-five (45) days following date of contractual event, providing the (Tenant) complies with all aforementioned terms.

(Tenant) agrees to pay \$_____ for third party cleaning service provided by the Endicott Visitor Center.

Deposit of \$_____ due at the time the Contract is signed. The balance of \$_____ is payable no later than _____. Failure to remit balance will result in forfeiture of all deposits.

Total Rental \$_____

Rentals in the amount of \$350.00 or less shall be paid in full when the (Tenant) signs the "Use of Facilities Contract"

All deposits/ rental fees will be forfeited if Contract is canceled thirty (30) days or less, prior to the scheduled event.

Due to unforeseen circumstances and your event needed to be canceled, upon discretion per the Village of Endicott Representative, a refund **MAY** be available.

Signature of (Tenant)/ Responsible Person

Date_____

Signature of Visitor Center Representative

Date_____

Please mail all correspondence to:

Village of Endicott Visitor Center
Attn: Monica Jordan
1009 E. Main St.
Endicott, NY 13760