

Lake Carmel Park District Community Center

APPLICATION FOR USE OF COMMUNITY FACILITIES

No dates are held until all fees are paid and contract is signed

Today's Date: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Facility/Room(s) Requested:	Upper Meeting Room	64 persons
Please circle room requested	Driscoll Hall	184 persons
Approved Room Capacity	Full Facility	248 persons

**INFORMATION ABOUT YOUR GROUP**

Name of Organization or Individual: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_ your supervisor in charge

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

Telephone: Day \_\_\_\_\_ Night \_\_\_\_\_

**INFORMATION ABOUT INTENDED USE OF COMMUNITY FACILITIES**

Purpose of Use: \_\_\_\_\_

Do You Intend To Serve Alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_ See separate alcohol policy

Approx. Total Number of Guests Expected: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

**AGREEMENT**

Renter must be present at event.  
 For Resident Rate, Renter must be a Lake Carmel Park District Resident.  
 No admission fee may be charged.  
 The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the Facilities. He/she, on behalf of \_\_\_\_\_ does hereby covenant and agree to defend, indemnify and hold harmless the Lake Carmel Park District Community Center, Town of Kent, from and against any and all liability, loss, damages, claims, or actions, including costs and attorney fees, for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Lake Carmel Park District Community Center, Town of Kent property, facilities and/or services by

\_\_\_\_\_  
 Signature of Renter  
 Organization's Representative

Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

Return ALL information forms, deposit and rental fees, along with Certificate of Insurance to:  
 Lake Carmel Park District 25 Sybil's Crossing Kent Lakes, NY 10512

## **Lake Carmel Park District Community Center Facility**

The use of all Lake Carmel Park District Community Center facilities shall be subject to the approval of the Lake Carmel Park District Community Center Board of Directors, administered by the Lake Carmel Park District, Town of Kent.

1. Individuals and Organizations wishing to use the .community center facilities must fill out and submit all applicable forms. The Lake Carmel Park District Community Center Board of Directors has the final authority on whether permission will be given.
2. Alcoholic beverages other than beer and wine in non-glass containers are prohibited within the Lake Carmel Community Center property. Kegs and barrels are also prohibited. No person less than 21 years of age may possess and/or consume alcoholic beverages in any area in the Town of Kent. An Alcohol Usage form must be submitted if you are planning to serve alcohol.
3. All posted rules must be adhered to. Rental agreements can be revoked at any time.
4. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited. Those violating this prohibition will be ejected from the premises. By town ordinance, there will be absolutely no noise or music allowed after 11:00 PM, this includes monitoring departing guests and vehicles. Please be respectful of the neighbors in surrounding homes.
5. Any damage to the Lake Carmel Park District Community Center, caused by you or your guests shall be promptly repaired at the user's expense. **NO EXCEPTIONS**  
If maintenance personnel are not available at closing, the renter must make sure all doors and windows are locked and lights are turned out when leaving.
6. You, the renter, are responsible for total clean up after your event, including any balloons or signs put up outside.
7. No deposit refunds within 30 days prior to event.
8. Any event with youth under 18 years of age requires the presence of adult supervision at all times.
9. **To reserve your date you must submit the following, within one week of date opening confirmation:**
  - a) Application/ information forms.
  - b) A check for \$150 security deposit (your deposit is returned after satisfactory inspection)
  - c) A check for the Full Rental Fee. \*See Fee Schedule
  - d) A Certificate of Insurance stating the date of your event and naming the Lake Carmel Park District Community Center, 10 Huguenot Rd. Lake Carmel, NY 10512 as CERTIFICATE HOLDER or ADDITIONAL INSURED. **THIS IS A MUST.**  
Call your insurance company to get this.  
Make checks payable to Lake Carmel Park District Community Center.

**10. Your date is not reserved until all of this information and all fees are submitted to Lake Carmel Park District, 25 Sybil's Crossing, Kent Lakes, NY 10512. A rental contract will then be mailed to you**

### **11. Required Insurance:**

#### **For maximum of 50 guests, no alcohol served:**

Homeowners Insurance - Liability: \$500,000 limit of liability. Policy shall not exclude the off-premises of the insured

#### **For Maximum of 50 guests, alcohol served:**

Homeowners Insurance -Liability: \$1,000,000 limit of liability. Policy shall not exclude the off-premises of the insured.

#### **For over 50 guests:**

Homeowners Insurance - Liability: \$1,000,000 limit of liability. Policy shall not exclude the off-premises of the insured.

12. A public telephone is located by the stairs to Driscoll Hall.  
 The emergency number for Kent Police is 225-4600 and fire and ambulance is 911.  
 The appropriate authority must be contacted in the event of an emergency.

Rental Fee Schedule

Rental Fees for Center by approved room capacity for six (6) hours rental which includes set-up and clean-up	Resident of Lake Carmel Park District Rental Rate	Non-Resident Rental Rate
Upper Meeting Room 64 persons	\$100	\$150
Driscoll Hall 184 persons Only 100 chairs- 10 tables	\$200	\$300
Full Facility 248 persons Only 100 chairs- 10 tables	\$300	\$400

13. After your event, please leave the facility as you found it. Garbage must be in bags provided, tied, and walked outside to the gray garbage bins. The floor must be swept and mop up any spills. The kitchen must be left clean and any kitchen utensils and appliances must be cleaned, dried and put away for the next person's use. Tables must be washed and free of liquid and food residue.

14. Thank you for using our Lake Carmel Community Center which is run and maintained by volunteers from the Lake Carmel Park District for the enjoyment of our residents.

# Lake Carmel Park District Community Center

## ALCOHOL USE POLICY

Alcoholic beverages Other than beer and wine in Non-glass containers are prohibited within the Lake Carmel Park District Community Center property. Kegs and barrels are also prohibited. No person less than 21 years of age may possess and/or consume alcoholic beverages in any area of the Lake Carmel Park District Community Center.

If there is alcohol being served, **SERVICE OF ALCOHOL MUST END** one hour before the end of the event; this does not include clean-up time.

If alcohol is being served to a party of more than 50 people, a licensed caterer must be hired to serve. Under 50 people does not require a caterer with a liquor license. For all parties where alcohol is being served, homeowners insurance with \$1,000,000 liability must be provided.

If a caterer is used to dispense alcohol, the caterer must have all required permits and/or licenses. In addition, the caterer must submit a Certificate of Insurance, demonstrating proof that the caterer has the following coverage:

### **Commercial General Liability Liquor Liability**

Limits of \$1 Million each Occurrence. \$2 Million General and Products/Completed Operations Aggregates, \$1 Million Personal/Advertising Injury Liability/ \$50,000 Fire Damage Legal Liability and \$5,000 Medical Payment Expense.

### **Liquor Liability**

\$1 Million each Occurrence and \$2 Million Aggregate.

### **Workers Compensation and Employers**

#### **Liability Statutory Limits and Coverage.**

Lake Carmel Park District Community Center, Town of Kent, shall be listed as an additional insured on the Commercial General Liability and Liquor Liability Policies.

# Lake Carmel Park District Community Center

## ALCOHOL USAGE FORM

Today's Date: \_\_\_\_\_

Facility/Room Requested: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Organization or Individual: \_\_\_\_\_

Time: \_\_\_\_\_ Your supervisor in charge: \_\_\_\_\_

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

Telephone: Day \_\_\_\_\_ Night \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Approx. Total Guests Expected: \_\_\_\_\_

### AGREEMENT

As host, I understand that it is my responsibility to comply with all liquor laws in New York State, including the prohibition of serving alcohol to persons exhibiting signs of intoxication or to anyone under the age of 21. I understand that alcoholic beverages, other than beer and wine in non-glass containers, are prohibited within the Lake Carmel Park District Community Center property. Kegs and barrels are also prohibited. For more than 50 guests a licensed caterer with a liquor license is required to serve alcohol at the Lake Carmel Community Center.

\_\_\_\_\_

Signature of Renter /  
Organization's Representative

\_\_\_\_\_

Print Name

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_