

**TOWN OF BEEKMANTOWN**

**Application for use of premises**

**The person in charge MUST be a Beekmantown resident**

**Person or Organization requesting use** \_\_\_\_\_

**Address/Phone# of person in charge** \_\_\_\_\_

**Purpose/Event** \_\_\_\_\_

**Date & Time** \_\_\_\_\_

**Portion requested      Upstairs      Downstairs      Pavilion      Field**

**Town residents: \$75.00 per function**

**Civic and non-profits: No Charge for rentals Sunday-Thursday and \$35.00**

**Fee for rentals Friday-Saturday. (A Certificate of Liability insurance is required)**

**\*\*\*A security deposit of \$100.00 is required and refunded after the building is inspected and the key (if applicable) is returned. \*\*\***

**\*\*Keys are to be returned the Monday following the room rental date. \*\***

**\*\*Reservation fee of \$75.00 is reimbursable if cancelled within 60 days prior to the date of rental. If less than 60 days from reservation ONLY if the room is rented to another resident for that date. A request for reimbursement form must be completed to refund the reservation fee. \*\***

**\*\*Keys must be picked up by 3:30 p.m. on Thursday prior to your reservation date, unless other arrangements have been made. \*\***

**I have read and agree to the rules and regulations according to the Town of Beekmantown.**

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fee paid** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Date** \_\_\_\_\_

**Deposit paid** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Date** \_\_\_\_\_

**Key Returned:      YES      NO      Date** \_\_\_\_\_

**Deposit Returned By:** \_\_\_\_\_ **Date** \_\_\_\_\_

**TOWN OF BEEKMANTOWN**

**RENTAL RULES**

1. **No Alcoholic beverages of any kind allowed.**
2. **No Smoking allowed inside the buildings.**
3. **The Supervisor may, at his discretion, require that the Town assign custodian to cover the activity. Such custodian will be paid by the Town and the applicant will be billed for such services.**
4. **The person in charge, named, shall be responsible to see that no portion of the building other than those listed below are occupied or used in any manner and also see that the affair is orderly and that no damage is done to the building, grounds, or its contents.**
5. **This application may be revoked at any time with or without cause and with or without prior notice to applicant by the Town.**
6. **Whether or not a custodian is assigned, the applicant is responsible for all cleaning of the portions of the building used after the event is concluded. All furniture is to be left as it was found.**
7. **All garbage is to be taken out to the dumpster in the parking lot.**
8. **The applicant agrees to pay the Town for damages or loss, which may be incurred through the granting of this application. The person who signs this application personally guarantees such payment and also guarantees payment of share for custodian if applicable.**

**I have read and agree to these rules.**

**Portion requested:      Upstairs      Downstairs      Pavilion      Field**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_