



**FRANK GRECO MEMORIAL MULTI-PURPOSE CENTER
DEPARTMENT OF PARKS, RECREATION AND BUILDINGS
845-246-5890 x 310 parksinfo@saugertiesny.gov**

NAME OF APPLICANT _____ DRIVER'S LICENSE _____

ADDRESS _____

PHONE # _____ EMAIL _____

DATE OF USE _____ TIME OF USE _____

PURPOSE OF USE _____ ANTICIPATED # OF PEOPLE _____

*Rental period must be between 8am and 11pm with an 8 hour maximum. This includes set-up and clean-up.

| <u>REQUESTED FACILITY USE:</u> | <u>RESIDENT</u> | <u>NON-RESIDENT</u> |
|---|-----------------|---------------------|
| <input type="checkbox"/> Large Hall | \$165.00 | \$190.00 |
| <input type="checkbox"/> Small Meeting Room | \$100.00 | \$130.00 |
| <input type="checkbox"/> Kitchen | \$105.00 | \$125.00 |
| <input type="checkbox"/> Alcohol Permit | \$130.00 | \$150.00 |

| <u>MANDATORY REFUNDABLE SECURITY DEPOSIT:</u> | <u>RESIDENT</u> | <u>NON-RESIDENT</u> |
|---|-----------------|---------------------|
| <input type="checkbox"/> Room Rental | \$200.00 | \$250.00 |
| <input type="checkbox"/> Alcohol Permit | \$175.00 | \$200.00 |

By initialing next to each of the following conditions, you agree to their terms. Failure to comply will result in forfeiture of the security deposit.

- Alcohol will only be consumed on premises with a valid permit _____
- Premises will be clean and vacated by the end of the rental period _____
- Only areas reserved on permit will be utilized. _____
- Applicant has read, understands and agrees to all terms and conditions on the reverse side of this application. _____
- Applicant will complete the attached check list after clean up. _____

I/We agree to the above Terms & Conditions, along with the Terms, Conditions, Rules, Regulations and Laws as detailed on the REVERSE SIDE of this Application Document:

Applicant Signature: _____ Date: _____

For Town Use Only:

Date Application Received: _____ Fee & Deposit Received by: _____ Copy of ID

Amount: \$ _____ Check # _____ Refund Deposit: YES / NO Date Refund Request Submitted: _____

NOTES: _____

APPLICATION BECOMES A PERMIT FOR USE ONLY AFTER IT HAS BEEN SIGNED

AUTHORIZED SIGNATURE _____

It is understood by the Applicant that the use is assumed under the following Terms, Conditions, Rules, Regulations, Obligations and Laws:

1. **The entire Cantine Veterans Memorial Complex, including the Frank Greco Memorial Center, is a SMOKE FREE FACILITY. NO SMOKING IS PERMITTED ON/IN ANY PAVILIONS, BUILDINGS, FIELDS, COURTS, GROUNDS, ROADWAYS, ETC.**
2. Permit applicant is responsible for any damage to facilities other than normal wear.
3. Permit applicant is to effect clean-up whereby the facilities are left in the condition in which they were found. If permit applicant is using the kitchen facility, the following **must be adhered to:** (a) Entire kitchen is to be cleaned, including ovens and stove tops. (b) Check that all burners and ovens are turned off. (c) Any items/utensils used are to be cleaned and left where originally found. (d) All kitchen doors and serving window are closed and locked.
4. Items brought into the facility, by applicant, must be removed upon departure.
5. **All tables, chairs, and furniture must be left according to the chart on the wall. Tables must be wiped down and clean**
6. Nothing should be put on the walls of the facility. **Nothing shall be removed from the facility.**
7. Garbage must be disposed of in the garbage cans or garbage bin, which is located, to the rear of the building, out the back door behind the kitchen. Garbage must be placed in bags. Lawn and parking lot must be litter/debris free.
8. Permit applicant is responsible for turning off all lights and securing all windows and doors upon departure.
9. Broom, mop, dust pan, etc. can be found in the Men's Room closet.
10. Bathrooms must be left clean with all garbage disposed of appropriately.
11. All keys must be returned as soon as possible to the Town Clerk's Office or dropped in the drop box with HUD, located under the blue awning at the main entrance to the Town Clerk's Office at 4 High Street.
12. If any additional or more elaborate services are required (electrical, additional tables/chairs, security, clean-up, etc.) you must contact the Dept. Of Parks & Buildings at 246-5890 x 310, at least two weeks prior your reservation date.
13. If during the time you are using the facilities, if there are any problems or anything occurs which should be attended to immediately (plumbing / electric, damage, etc.) and there are no Department Employees and/or Security (845-532-5286) on duty, phone Saugerties Police at 845-246-9800 to report the situation so they can arrange for a remedy. Security is on duty everyday starting at 5pm, except Sundays when they start at 3pm.
14. In addition to violations of the above, the deposit shall also be forfeited through failure to use the facilities as reserved, unless the permit has been returned at least three weeks prior to the reservation date.
15. If your deposit is forfeited, for any reason, the next time you book the facility you will automatically be required **to pay a deposit which is double the amount.** If, in fact, your violations of regulations are flagrant, the Parks & Buildings Department may exercise the option to refuse you future permits.
16. **IN ADDITION TO THE ABOVE, ALL USE OF THE FRANK GRECO CENTER AND ALL OTHER FACILITIES, COMPONENTS, AMMENITIES, ETC. WITHIN THE CONFINES OF THE CANTINE VETERANS MEMORIAL COMPLEX, ALONG WITH ALL OTHER TOWN OWNED FACILITIES AND SATELLITE PARKS, INCLUDING GLASCO MINI-PARK MUST BE USED IN ACCORDANCE WITH ALL LOCAL LAWS PERTAINING TO, AND GOVERNING USE OF, ALL TOWN OWNED FACILITIES AS PER CHAPTER 224 OF THE MUNICIPAL CODE. VIOLATION(S) WILL RESULT IN LOSS OF DEPOSIT, POSSIBLE FORFEITURE OF FUTURE USE PRIVILEGES. SHOULD VIOLATION(S) BE TO AN EXTENT TO WARRANT, VIOLATORS FACE POSSIBLE CRIMINAL PROSECUTION.**

We appreciate your considerations with use of our Facilities. We hope you find our facilities, amenities and services to your satisfaction. If there is anything you are dissatisfied with, please do not hesitate in bringing to our attention. We welcome your inputs and suggestions. Additionally, we wish you the very best of luck and success with your event. Hope to see you back soon.

Thank you!