

**TOWN of HALCOTT
264 RT 3
HALCOTT CENTER, NY 12430**

APPLICATION FOR GRANGE HALL RENTAL

Today's Date: _____ Date(s) Requested for Use: _____

Information About Your Group

Name of Organization or Individual: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

Information About Your Intended Use of Municipal Facilities (GRANGE HALL)

Time of Use: _____ to _____ Approximate number of participants: _____

Purpose of Use: _____

FEE SCHEDULE

Weekly/Monthly Events	\$10.00 per use and \$50.00 Deposit
Single Event/NON RESIDENT	\$100.00 per use and \$50.00 Deposit
Halcott Resident	\$50.00 per use and \$50.00 Deposit

PLEASE NOTE: Whatever you bring into the Grange Hall for your event must be taken out when you leave. This includes ALL FOOD, TRASH and RECYCLABLES.

I agree to pay the amount of _____ plus \$50.00 security deposit which will be returned to me after Inspection of the GRANGE. **Make out 2 checks to the Town of Halcott** (one for Grange Rental and one for the security deposit) Grange will be reserved after payment is received.

AGREEMENT

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 facility. He/she, on behalf of Name of Organization does hereby covenant and agree to defend, indemnify and hold harmless the Municipality 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 Municipality's property, facilities and/or services by Organization.

Signature of Organization's Representative Address: _____

Telephone Number: _____

TOWN of HALCOTT GRANGE HALL FACILITY USE REQUIREMENTS

The use of the Grange Hall shall be subject to the approval and rules of the Grange Oversight Committee and the Town Board of the Town of Halcott.

1. All events will be scheduled by the Town Clerk and entered on a calendar located at the Clerk's Office.
2. Emergency or unforeseen Town Business may necessitate the cancellation of an event.
3. **No Alcoholic beverages or intoxicants shall be brought into the Municipal Facility at any time.**
4. All posted rules must be adhered to.
5. Noise should be kept to a minimum, being respectful of the families that live nearby. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Users will be liable for any damages incurred. Any damage to the Grange Building or Grounds shall be promptly repaired at the users expense. **NO EXCEPTIONS.**
7. Organization/Individuals using the facility must clean up afterwards. The building and grounds are to be left as they were found. NO FOOD, TRASH or RECYCLABLES are to be left on the premises after an event. Kitchen and bathrooms must be cleaned and floors swept.
8. All lights, including outdoor parking lot lighting, are to be turned off when leaving. Make sure no water is running, and all windows and doors will be closed and secured.
9. Any event with youth under the age of 18 years old requires the presence of adequate adult supervision at all times.
10. When required, users must provide the following insurance prior to using the facility.

FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR RENTAL:

Commercial Users:

- A. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy.
- B. The policy naming the municipality as an additional insured shall:
 - * be an insurance policy from an A.M. Best rated "secured" NY State licensed insurer;
 - * contain a 30 day notice of cancellation;
 - * state that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers; and
 - * additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
- C. The user agrees to indemnify the Municipality for any applicable deductables.
- D. Enclose a copy of the endorsement providing additional insured status.
- E. Required Insurance: ***Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate
- F. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the municipality.

Individuals:

Required Insurance: ***Homeowners Insurance**
Section Two-Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

I have read the above facility use requirements and agree to the terms.

Signature: _____ Date: _____

EMERGENCY CONTACT LIST

In case of any emergency, please contact someone from the list below.

Grange Steward, Bob VanValkenburgh 518-649-7363

Town Clerk, Pattie Warfield: (home)845-254-4833, (cell)518-610-1214

Town Supervisor, Alan White 607-201-3649

Town Councilmember, Judy DiBenedetto: (home)845-254-4009

Town Councilmember, Alan Reynolds 845-254-4522

Town Councilmember, Innes Kasanof 845-254-9920, (cell)518-265-4581

Town Councilmember, Yukari Day 845-254-6136, (cell)845-417-5432

Highway Superintendent, Russell Bouton (cell)-399-4833

Any building malfunctions/irregularities should be reported immediately to the Grange Steward, Town Clerk or a Town Official. Please keep trying until someone is reached, do not just leave a message on an answering machine.