

# Duanesburg Volunteer Ambulance Corps, Inc

PO Box 130  
130 Cole Road  
Delanson, New York 12053  
**COMMUNITY ROOM RENTAL AGREEMENT**

## 2018 CONTRACT

Renter Information: \_\_\_\_\_

Name/Organization \_\_\_\_\_ Phone Number \_\_\_\_\_

Event Information: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

**\*\*\*Any event open to the public that is advertised through electronic or print sources must first be reviewed and approved by the Duanesburg Volunteer Ambulance Corps, Inc.**

### *Please Note:*

- All checks must be made payable/mailed to Duanesburg Volunteer Ambulance Corps. PO Box 130, Delanson, NY 12053
- All deposits and fees must be paid in full no less than one week prior to event.

### Reservation/Cleaning/Damage Deposit:

A fifty dollar (\$50.00) per day refundable Reservation/Cleaning/Damage Deposit will be taken upon reservation of the Community Room. No event will be scheduled without receipt of check/cash deposit. This deposit will be returned to the renter upon satisfactory secondary inspection (minus any reservation fees, cleaning fees, or damages assessed). Returned deposits will be processed on the next business day after the event. There will be a forty dollar (\$40.00) returned check fee for all NSF checks. (Community Room floor is hardwood so please do not push or drag heavy items around room.)

### Conditions:

An inspection of the facility will be conducted prior to any guest being allowed into the building. This inspection will consist of the Renter and the Facility Rental Manager inspecting all rooms and equipment, noting the condition in which all rooms/ equipment are to be in at the conclusion of the scheduled event. A secondary inspection will be performed upon conclusion of the event, prior to the Cleaning/Damage Deposit being returned to the Renter.

### Rental Fee:

- Rental Fee of the Community Room is one hundred dollars (\$100.00) a day.
- Full use of the kitchen, including ovens/stove, requires an additional one hundred dollars (\$100.00) per day fee.

### Late Cancellation Fee:

Notice of cancellation must be given to the facility Rental Manager no less than three (3) weeks prior to the events scheduled date in order to receive a full refund of the

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Reservation/Cleaning/Damage Deposit. Cancellations submitted less than three (3) weeks prior to the events scheduled date will be assessed a fifty dollar (\$50.00) Late Cancellation fee and will be subtracted from the reservation/Cleaning/Damage Deposit prior to refund. All cancellations must be reported to the facility Rental Manager, Scot Tetreult, by phone at 518-895-6037.

**Damages/Unkempt Conditions:**

- Should any damage occur to the facility while in use, the facility Rental Manager must be notified immediately.
- All damages will be assessed, estimates of repair will be obtained, and cost of said repair will be subtracted from the Reservation/Cleaning/Damage deposit prior to refund.
- The Renter is responsible for leaving the facilities in the same condition found upon pre-inspection.
- Should any cleaning need to be done by Duanesburg Volunteer Ambulance Corps, the rental deposit will be forfeited.
- Cleaning supplies such as brooms, mops, buckets, and soap will be provided by the Duanesburg Volunteer Ambulance Corps.
- **The affixing/removal of any posters, signs, banners, or other material to painted wall surfaces or ceiling with tape, nails, or any other device is prohibited.**

**Alcoholic Beverages:**

The Duanesburg Volunteer Ambulance Corps is not responsible for providing alcoholic beverages for any event. Only beer and wine are allowed to be served (no hard alcohol or spirits). If alcohol is being served at the event, it shall be responsibility of the Renter to ensure guests consuming alcohol are 21 years of age, according to the New York State Law. It shall be the responsibility of the Renter to strictly enforce this alcohol policy of the Duanesburg Volunteer Ambulance Corps and be compliant New York State Law. The Duanesburg Volunteer Ambulance Corps reserves the right to request that any guest consuming alcoholic beverages produce proof of age. The Duanesburg Volunteer Ambulance Corps reserves the right to ask any guest to leave the premises for non-compliance. No alcohol is allowed to be consumed in the parking lot areas of the Ambulance Corps. **An insurance binder must be provided in the amount of one million dollars (\$1,000,000.00), with DVAC listed as Additional Insured, one week prior to events with alcohol services.**

**Event Cut off/Noise Ordinance:**

**The cut off time for any event will be 11:00 pm on the scheduled day of the event.** We ask that all cleaning be done by this time. Our neighbors are very important to us. We ask that you keep all noise and music at an appropriate level after dark. The Duanesburg Volunteer Ambulance Corps reserves the right to lower the volume on any music or noise deemed inappropriate for the time of day.

**Parking:**

All guests will park in the designated "Guest Parking" lot". Please do not park in the reserved spaces or in the "Ambulance Parking" lot. No Parking is allowed on the grass. **Failure to abide by these parking instructions may result in forfeiture of deposit and/or towing of offending vehicles.**

**Garbage:**

All garbage and refuse are to be disposed in the provided garbage cans. At the end of event, all garbage will be removed from the facility cans, the garbage bags will be tied tightly, and they will be disposed of in the dumpster located behind the building. In the event of the dumpster being full, the garbage bags will be placed, tightly tied, by the back door in the kitchen. It is the responsibility of the renter to dispose of any garbage produced as a result of scheduled event.

**Miscellaneous:**

Event guests shall not wander the halls or other areas of Duanesburg Volunteer Ambulance Corps outside of the designated event area without being accompanied by a member of Duanesburg

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Volunteer Ambulance Corps. At no time is any unsupervised guest allowed near or to play on any piece of ambulance apparatus. Any unsupervised guest found outside of the designated event areas will be escorted back to the community room. Any guest found outside of the designated areas a second time will be asked to leave the premises. The use of Bouncy Bounces, Climbing Rock Walls, or any other entertainment device is allowed only with a certificate of Insurance delivered to and verified by the Duanesburg Volunteer Ambulance Corps.

*I, the undersigned, have read, understood, and agree to all the conditions and provisions as set above. I have completed the Pre-Event Inspection and am satisfied that the facility is in working order and will meet the needs of my event as is.*

Renter/Contact Person Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Facility Rental Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Pre-event inspection completed? \_\_\_\_\_

Post-event inspection completed? \_\_\_\_\_

Reservation/Cleaning/Damage Deposit received? \_\_\_\_\_

Rental Fees received? \_\_\_\_\_

Cleaning/Damage/Cancellation Fee assessed? \_\_\_\_\_

Net \$ refunded back to Renter: \_\_\_\_\_

Facility rental Manager's Initials: \_\_\_\_\_