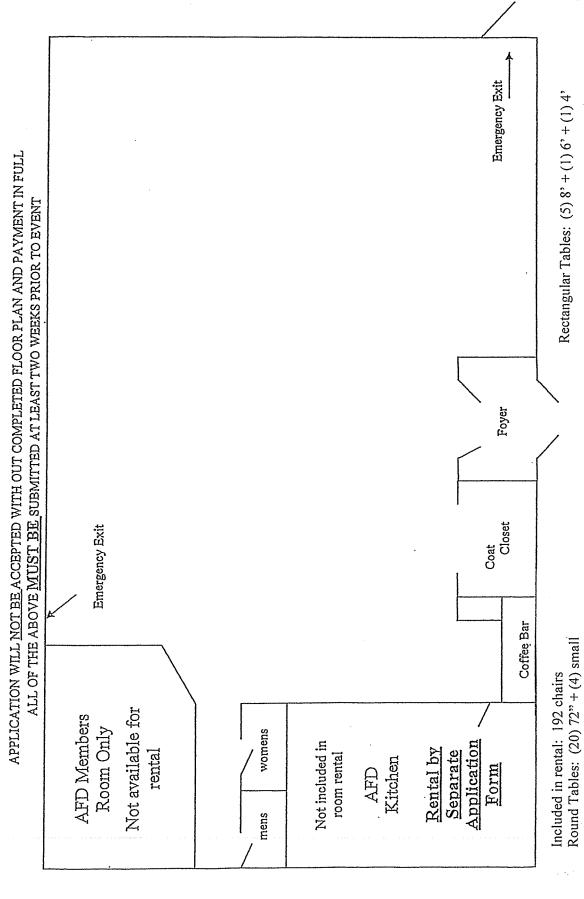
## **VILLAGE OF ALTAMONT**

PO Box 643 Altamont NY 12009 Telephone: (518) 861-8554 Fax: (518) 861-5379

Fee Paid
Sec Dep Paid
Calendar
Sec Dep Return
SEP APD VB
Confirmation

## REQUEST FOR USE OF VILLAGE COMMUNITY ROOM

PERSON IN CHARGE:		
ADDRESS:		
ORGANIZATION:	E-MAIL	:
DATE REQUESTED:	TIME:	PHONE:
TYPE OF EVENT:		
NUMBER OF PERSONS EXPECTED:		· · · · · · · · · · · · · · · · · · ·
RENTAL FEE: \$ NON-REFUNDABLE POLICY IN EFFEC Rental Fee Schedule)	MA	KE CHECKS PAYABLE TO THE "VILLAGE OF ALTAMONT". ease refer to Village of Altamont Facilities
Caterer :		Caterer must submit Certificate of Insurance prior to event)
	ALCOHOL BEVERAGE P	ERMIT
PERSON IN CHARGE:	LICENS	SE PLATE #
MAKE OF CAR:	YEAR	· ·
BEVERAGE: WINE: BEER:LIQU	OR: DATE APPROVED	: APPROVED BY:
the Village of Altamont and all its office use of the Village facilities. A \$50 refut the condition in which it was rented, cand/or trash removal to be done by D	cials, agents or employees fundable security deposit is rotherwise the \$50 will be usept. of Public Works. See a see attached "USE OF COMNARRY OUT" and agree to ga	s) in charge shall indemnify and save harmless rom all suits, actions or claims arising from the equired. Community Room is to be vacated in sed to cover the cost of additional cleaning dditional form for rental of Kitchen if needed.  **IUNITY ROOM REGULATIONS**. I acknowledge ther and remove all event trash.
OFFICE USE ONLY		
Date Request Received:	Date Approved:	Approved by:
Payment Received:	Method of Payment:	Received by:
Special Considerations For Use:		



Rectangular Tables: (5) 8' + (1) 6' + (1) 4'

## VILLAGE OF ALTAMONT KITCHEN RENTAL

Rental of the Community Room does not include kitchen use. To use the kitchen, this form and payment must be submitted at time of Community Room Rental Request form. A fee of \$ 50.00 payable to the Village of Altamont is required for limited use of the kitchen. (See listing below)

Kitchen rental includes only countertops and certain large appliances. Kitchenware including dishwasher, cookware, bakeware, coffeemakers, small appliances, utensils, dishes, paper products and servingware are not available for rental and may not be used.

No one under the age of 18 is allowed in kitchen for safety reasons.

All leftover food products as well as trash/waste must be removed from Village property at end of event. The kitchen is to be left in the condition in which it was rented.

The Altamont Fire Department, Ladies Auxiliary or Village of Altamont will provide no storage space and assumes no responsibility for equipment or personal articles belonging to individuals/caterers using the kitchen. The rental is for the period of time as listed on the Village of Altamont Facilities Rental Fee Schedule. The "Person in charge" will be held liable for any damages or missing items from the kitchen.

Name:	l ele	phone:		
Caterer:	Tele	phone:	MONAL (S. D. 201) W. C.	
Date requested:				
Check items to be used:				
Limited Use:	Refrigerator	Sink	Stovetop	Ove

## VILLAGE OF ALTAMONT USE OF COMMUNITY ROOM REGULATIONS

It is the intent of the Village of Altamont to accommodate the needs of the Village Government, Altamont Fire Department, Village based non-profit groups, Village Officials, employees, volunteers and the community in their needs for meeting space. The following guidelines will encourage the use and preserve the quality of this space.

- 1. Request for Use of the Community Room, Room Setup Form and Use Regulations are available at the Village Hall and online at www.altamontvillage.org.
- The Village Government and the Altamont Fire Department meetings and events shall have priority in use of the Community Room. A Request for Use of the Community Room is to be completed and returned to the Village Office for routing, coordination, conflicts and cleaning schedule. A calendar will be maintained at the Village Hall for use of the room.
- 3. Altamont based non-profit groups, Village Officials, employees and Altamont Fire Department members and Ladies Auxiliary members qualify to use the Community Room as outlined in the current Facilities Rental Fee Schedule.
- 4. Except as designation of location, the name Village of Altamont may not be used in any publicity relating to use of the Community Room.
- 5. The Community Room shall not be available for commercial sales, advertising purposes or the overt or exclusive solicitation of future sales.
- 6. The use of the Kitchen is available under separate agreement. A separate application is required and is available at the Village Office or online at <a href="https://www.altamontvillage.org">www.altamontvillage.org</a>.
- 7. The Request for Use of Community Room form must be completed in full including signature of 'Person in Charge', accompanied by the Room Setup Form, Refundable Security Deposit of \$50, Rental Fee, and Certificate of Insurance (if required) at least 4 weeks prior to rental for reservation to be considered confirmed. Verbal request will only hold requested date for 7 days; after 7 days the date shall become available for rental to others.
- 8. The 'Person in Charge' will be responsible for the removal of all refuse at the end of their event. The room is to be left in the same condition in which it was rented. Failure to observe the clean up regulations or remove the refuse will result in the loss of the refundable security deposit and may result in the forfeiture of future rental privileges. The 'Person in Charge' will be held liable for any damages to the room, furnishings, floors, bathrooms and kitchen.
- 9. The Village of Altamont will provide no storage space and assumes no responsibility for equipment or personal articles belonging to individuals using the Community Room. The rental is for the period of time as listed on Village of Altamont Facilities Rental Fee Schedule.
- 10. All programs involving minors must have designated adult supervisors who will be responsible for the conduct of the participants.
- 11. All Village Facilities are 'smoke free' environments.
- 12. Parking is permitted in the Village Parking Lot except in prohibited areas.

Facilities Rental -	Hours	Altamont Residents	Non-Residents	Altamont Based Non-Profit	Large parties or	Notes
Village staff Board		Parties or events of	Parties or events of	Fmulovees APD & AFD: one (1)	100 + griests	carry in/carry out. All garbage
members, APD/AFD		up to 100 guests	in to 100 gilests	free rental ner calendar year	100 Pacses	and refuse must be removed
who reserves must				Application required. Must pay	Application	following event. Parks and
pay the \$50 security		Application required	Application required	\$50 security deposit and \$50	required	Community Room are smoke-
deposit (returned				kitchen fee if used. No fee or		Tree.
after event if no				Security deposit for Village-		For All Facilities: Use of Caterer
issues) and \$50				sponsored events (such as AFD		requires Insurance Certificate
kitchen fee if using				Fundraisers). Event sponsors		
the kitchen.				must clean facility & kitchen if		See Park Use or Community
				used.		NOOH REGUIS
Bozenkill Park	1 pm to Zpm	\$ 150 includes free	\$ 300 includes free	No charge	\$ 500 Weddings,	Use of Caterer - requires
Large Pavilion - 19	Mon - Fri	parking (swimming	parking (swimming fees		Businesses &	Insurance Certificate
tables x 10=190		fees not included)	not included)	Parking: Free	Groups 100+.	Residents: \$ 5 swimming per
viscaes elacea	9 am to 7pm				Parking: Free.	person. 5 3 for ages < 5 years.
אבסטוב במטמכונא.	Sat & Sun	\$50 refundable security	\$50 refundable security	Swimming fees not included with	Swimming fees not	Free for Seniors 62+ Mon_recidents: < 7 swimming
		aeposit	deposit	ו בב ובווסוי	included. Smaller	nor norson & for ages / 5
	Memorial Day to				groups - use Basic	years and \$ 5 for Seniors 62+
	Columbus Day				ו פב זכוופחחופ	Parking: Free
Bozenkill Park	1 pm to 7pm	\$ 50 includes parking	\$ 100 includes parking	No charge		Use of Caterer - requires
Small Pavilion – 2	Mon - Fri	up to 10 vehicles	up to 10 vehicles		N/A	Insurance Certificate
		(swimming face not	(surimming foor not	Parking: Free	( / <u>}</u>	Residents: \$ 5 swimming per
tables = $16-20$	0 2m to 7nm	Switting tees not included)	(Swilling rees not	)		person. \$ 3 for ages < 5 years.
people capacity	Sat 8. Sun	incided)	included)	Swimming fees not included with		Free for Seniors 62+
	Sat & Sull	\$50 refundable security	CEO waternalable consists	free rental.		Non-residents: \$7 swimming
	•	donocit	Soo rejundable security			per person. \$5 for ages < 5
	Memorial Day to	negdan	deposit			years and \$ 5 for Seniors 62+
	Columbus Day					Parking: Free
Orsini Park – 150	9 am to Dusk	\$ 50 per event	\$ 100 per event	No charge		Use of Caterer - requires
people capacity	Year Round	(e.g. Wedding Ceremony)	(e.g. Wedding Ceremony)		N/A	Insurance Certificate
•		On Street Parking Only	On Street Parking Only	On Street Parking Only	•	
		\$50 refundable security deposit	\$50 refundable security			
Schilling Park	9 am to Dusk	\$ 50 per event	\$ 100 per event	No charge		Use of Caterer - requires
Shelter	Year Round	(e.g. Wedding Ceremony)	(e.g. Wedding Ceremony)	)	N/A	Insurance Certificate
		On Street Parking Only	On Street Parking Only	On Street Parking Only		
		\$50 refundable security	\$50 refundable security			
		deposit	deposit			
Village Hall	Mon-Sun 7 am to 11pm	\$ 150 (six hours) \$35 for each added	\$ 300 (six hours) \$35 for each added hour	No charge for room. Must pay \$50 security deposit & \$50	\$ 500 Weddings, Businesses &	Tables and Chairs included in rental. Kitchen Use Is Not
170 neonle canacity	Mon & Tue each	hour. \$50 refundable	\$50 refundable security	kitchen fee if used.	Groups 100+ (six	included in rental – Separate
	month - not	security deposit and	deposit and \$50 kitchen fee	Use of Caterer - requires	hours) \$35 for	Application & \$50 Fee. Use of
Updated 2-8-24	available	\$50 kitchen fee if used	if used	Insurance Certificate	each added hour	Caterer-need Insurance Cert.
	Commi	Community Room Tables: Round – 4	1 .	small + 20 large 8′. Rectangular – 1-4′ + 1-6′ + 5-8′	Chairs: 192.	
				)	- 1	